REQUEST FOR QUALIFICATIONS

Issue Date: 3/2/2005

Title: Design/Build Services for Athletic Fields

Project Code: 214-17018-000

Issuing Agency & Address: Commonwealth of Virginia
                        Longwood University
                        Bristow Building, Room #218
                        Farmville, VA  23909

Location of Work: Longwood University
                  201 High Street
                  Farmville, VA  23909

Period Of Contract: Single project services

All inquiries for information should be directed to:

Specification: Joe Celentano, VMDO  Phone: (434) 296-5684  FAX: (434) 296-4496
Bid Documents: James E. Simpson  Phone: (434) 395-2093  FAX: (434) 395-2246

IF QUALIFICATIONS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF QUALIFICATIONS ARE HAND DELIVERED, DELIVER TO: Department of Materiel Management, Longwood University, Bristow Building, Corner Main and Redford Streets, Room #218, Farmville, VA 23909

Sealed Qualifications for furnishing the services described herein will be received until 2:00 p.m. local time on March 24, 2005. Qualifications must reach the above address by the deadline stated.

In compliance with this Request of Qualifications, which includes the attached Table of Contents and all provisions and appendices attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and other data as required by the RFQ. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Offeror: ____________________________ Date: ____________________________
                        ____________________________ By ____________________________
                        ____________________________ (Signature in Ink)
                        ____________________________ Typed Name: ____________________________
                        ____________________________ Zip: ______ Title: ____________________________

FEIN/SSN # ____________________________ Telephone No. (___) __________________

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia 11-35.1 or against a bidder or proposer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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**NOTE:** Electronic copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 and of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the following website: [http://forms.dgs.state.va.us/](http://forms.dgs.state.va.us/)

**NOTE:** The offeror must have registered in eVA prior to the deadline for submission of responses to this RFQ to be eligible for the award of this contract for professional services.

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. **The offeror must have registered in eVA prior to the deadline for submission of responses to this RFQ to be eligible for the award of this contract for architectural/engineering services.** Options available are:

A. **eVA Basic Vendor Registration Service:** $25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is $500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding.

B. **eVA Premium Vendor Registration Service:** $200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is $500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.
I. APPLICABILITY OF THE A/E MANUAL

The Commonwealth of Virginia Construction and Professional Services Manual – 2004 Edition, Chapters 1 through 10 (the A/E Manual) shall apply to the contract awarded pursuant to this RFQ and is incorporated by reference herein in its entirety.

Proposer's attention is directed to Chapter 2, Definitions, for definitions of terms used in this RFQ. The terms "Agency" and "Owner" are used interchangeably in the material referenced in this RFQ and mean the public body issuing this solicitation for services and with whom the successful A/E Proposer will enter into an agreement. For purposes of clarity and uniformity in this RFQ, only the term "Agency" will be used herein.

Proposer's attention is also directed to Chapter 3, General Terms and Conditions for Professional Service Contracts.

II. PURPOSE

Longwood University seeks to identify qualified design build teams for the design and construction of tow athletic fields at its campus in Farmville, Virginia. Field one will be an artificial surface field to primarily serve field hockey. This turf surface will be laid on porous asphalt over a drainage layer, gravel base. Field two will be a natural grass surface on a drainage layer, sand base to primarily serve men’s and women’s soccer. Irrigation of both fields will be included in this project. Field fencing, netting and provision of athletic equipment such as goals will also be included.

The objective of this Request for Qualifications (RFQ) is to solicit information from interested design/build teams. This RFQ requests the submission of qualifications that will be considered in the selection of qualified teams that will be invited to respond to a Request for Proposals. The RFP will solicit specific proposals for design and construction of the proposed project. To qualify, design/build teams must include contractor specialists and other professional consultants lawfully engaged in the practice of these services in the Commonwealth of Virginia. The team will provide engineering, design and construction of the two fields.

The A/E shall provide professional services for the project described in Part V of this RFQ consistent with the A/E Manual, as revised, and latest directives issued by the Division of Engineering and Buildings concerning construction and professional services for new and renovated State buildings.

III. BACKGROUND

The project site is located near the Longwood Estate, approximately one mile from the main University campus. The existing site, across Johnston Drive from the President’s House and the Golf Course, is mostly wooded. The clearing and rough grading for the fields will be accomplished under a separate contract. The initial site preparation contract will be constructed based on design and construction documents by VMDO Architects and PHR&A dated February 9, 2005. These documents call for rough grading of the fields 10 inches below the anticipated finished height of the field playing surfaces. The site will be available for installation of the fields on or about June 15, 2005. Construction must be complete on August 15, 2005.

The construction of the completed athletic field complex will be undertaken in several phases. Concurrent with the construction of these fields, field lighting and scoreboards will be installed under a
separate contract with Longwood University. Following the construction of the fields, the remainder of the project will be constructed by a general contract for construction with the University. Under this general contract concrete bleacher seating, concession / restroom / ticket buildings, parking, fencing, a maintenance building, stormwater management facilities, paving and planting will be constructed.

IV. INFORMATION AVAILABLE

Master Plan for project area. VMDO Architects, PC, Charlottesville, December 2004.
Boundary and topographic survey. Watson and Dugan, Farmville, VA.
Phase 1 Construction Documents, VMDO, Charlottesville, PHR&A, Bridgewater, February 9, 2005.

V. SCOPE OF SERVICES:

The Agency's documents indicated in Section IV above describe the program, siting, appearance, aesthetics, functional arrangement, and level of quality desired by the Agency.

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for the project in accordance with the requirements of the A/E Manual. The design/build team will be responsible for providing specifications, documentation and construction for the proposed fields. The design/build firm shall provide sufficient documentation to provide that he/she is qualified to provide the required services which shall include, but not be limited to, all labor, material and equipment to perform all work necessary associated with the responsibilities detailed below, including but not limited to:

A. Provide complete design/build services to design and prepare contract documents for the work. The basis of the design and contract documents shall be Scope Documents provided by VMDO Architects and Paige Design Group.

B. Provide construction administration services to oversee the construction of all work indicated in the contract documents including but not limited to submittal of all plans, budgets and schedules and attendance at required project meetings during construction. Review and approve shop drawings, and prepare clarification sketches when required. Provide the services of agronomist to supervise the construction of the root zone and grassing operation.

C. Construct the design based on the VMDO/University approved scheme and permits obtained from all authorities having jurisdiction. Design/build firm shall provide all material, labor, equipment, supervision, management and administration.

D. Provide all required services for the implementation of the contract documents as provided by the design/build contract.

VI. POLICY ON SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES:

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in state procurement activities. The
Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses required with any proposal for A/E services where the total A/E contract amount may exceed $100,000. Proposer must provide information on its past utilization of Small, Women, and Minority Owned disadvantaged businesses, and must also state any plans to utilize such businesses and the manner in which they may be utilized under this Contract. Electronic copies of the “Small Businesses and Businesses Owned by Women & Minorities” Data Forms are available for download at the www.dgs.state.va.us website.

VII. QUALIFICATION REQUIREMENTS:

A. Qualifications shall be signed by an authorized representative of the Design/Build team. By submitting a proposal, the Proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by this RFQ will ultimately result in rejection of the proposal.

B. Qualifications should be prepared simply and economically, providing a straightforward, concise description of the Design/Build Contractor and A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

C. The Respondent’s proposal shall include: the completed and signed RFQ cover page 1; the completed and signed Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6; and the completed “Small Businesses and Businesses Owned by Women & Minorities" Data. One (1) manually signed original and [seven (7) copies] of the proposal shall be submitted to the Agency. Each copy of the proposal shall be bound in a single volume where practical. For this proposal Respondents may utilize their standard forms for describing the team and its work. If AE forms are not used, care must be taken to include the information required by the AE forms.

D. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

E. Any information thought to be relevant, but not specifically applicable to the enumerated scope of Work, may be provided as an appendix to the proposal. If publications are supplied by the proposer to respond to a requirement, the response should include reference to the document number and page number. Publications provided without such reference will not be considered relevant to the RFQ.

F. To reduce the effort and expense of responding to RFQ's, provide uniformity in the type information requested, and enhance the review and evaluation process, the standard Forms AE-1 thru AE-6, ARCHITECTURAL/ENGINEERING FIRM DATA, shall be used in responding to State agency RFQ's. If AE forms are not used, care must be taken to include the information required by the AE forms.

G. Interested design/build teams must include the following information:

1. A letter of interest.
2. A list of all team participants, designating lead construction and design companies. Past relationships between lead construction company and prime designer, including a list of completed projects should also be included.

3. A statement of qualifications for primary team members as it pertains to athletic field design and construction experience of projects similar in nature and size to that being planned for Longwood University, including references.

4. Name, address principal office, and type of business (corporation, partnership, individual, joint venture, other).

5. Length of time the organization has been in business as a general contractor and whether it has operated under other names.

6. For corporations: date of incorporation, state of incorporation, and officers’ names.

7. For sole proprietorships and partnerships: date of organizations, names and addresses of general and all limited partners.

8. States and categories in which the organization is legally qualified to do business, indicating registration or license numbers, if applicable, and listing states in which the partnership or trade name is filed.

9. Types and percentages of work normally performed with the contractor’s own forces.

10. Whether the organization (or one of its partners or officers as a partner or officer of another organization) has ever failed to complete any work awarded.

11. List of major projects in progress, giving the name of project, owner, designer, contract amount, percent complete, and scheduled completion date. Highlight athletic field experience for college and university clients.

12. List of athletic field construction projects completed in the last five years, giving name and size of the project, owner, architect/engineer, initial and final contract amounts, date of completion, percentage of the cost of the work completed with the contractor’s own forces, and number of requests for information and change orders.

13. Construction and design/build experience of the individuals being proposed to manage this project, including resumes.

14. Trade and bank references.

15. Bonding company and name and address of agent. How much of it is currently engaged and tentatively outstanding. How much of the organization’s current and committed work is not bonded.

16. Litigation history, including complaints, claims, demands for arbitration, and lawsuits brought by (and against) the organization in the last five years.

17. Experience in partnering and alternative dispute resolution methods in the past five years.
18. Liens history, including liens placed on projects as well as liens placed on the contractor by others.

19. Financial statement, audited if available, including the contractor’s latest balance sheet and income statement.

20. An official letter from an approved surety company certifying that a performance bond and labor and material payment bond will be furnished if the bidder is awarded the construction contract. Proposers shall assume that this project will be within the range of 2 million dollars.

21. Record of past efforts to utilize the goods and services of Small Business and Businesses owned by Women and Minorities (W/MBE) and plans for involvement on the proposed contract. Required information includes (1) ownership, (2) utilization in the most recent twelve months, (3) planned involvement or services to be performed on the proposed project.

22. Provide information on the firm’s safety record.

23. It is desirable at this time for design builders to indicate the artificial and natural grass surfaces(s) that it proposes to utilize if selected. This information, including past experience in designing and constructing this system should be identified. At this stage, this information is intended to be general in nature.

24. Any other information deemed appropriate for the University to consider the design builder qualifications.

H. Descriptions of these forms and instructions for completing the forms are included in the A/E Manual. Hard copies of Forms AE-1, AE-2, AE-3, AE-4, AE-5 and AE-6 may be found in Appendix B of the Manual. Electronic copies of the "Small Businesses and Businesses Owned by Women & Minorities" Data Forms are available for download at the www.dgs.state.va.us website

VIII. EVALUATION:

A. Evaluation Criteria: Qualifications shall be evaluated by the Agency using the following criteria:

1. Expertise, experience, and qualifications of the Design/Build Contractor (prime) in each relative discipline for providing the services described in Section IV, Scope of Services.

2. Expertise, experience, and qualifications of the engineering primary designer (sub consultant) in each relative discipline for providing the services described in Section IV, Scope of Services.

3. Expertise, experience and qualifications of any special consultants proposed for providing the services described in Section IV, Scope of Services.

4. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
5. Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.

6. Expertise and past experience of the engineer in providing services on projects of similar size, scope and features as those required on this project.

7. Qualifications and experience of the project manager to be assigned to this project.

10. Design/Build Contractor’s experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes and Standards.

11. Engineer’s experience in providing services in conformance to the State's Construction and Capital Outlay procedures including Codes and Standards.

12. Use of small businesses and businesses owned by women and minorities as consultants, subcontractors, suppliers or support services.

13. Size of the firm relative to the size of the project(s).


15. Litigation history, including complaints, claims, demands for arbitration, and lawsuits brought by (and against) the organization in the last five years.

B. PREQUALIFICATION OF PROPOSERS: In accordance with Chapter 11 Section D of the Manual, the Longwood University is utilizing a two-step competitive selection process. Request for Proposals will be offered to pre-qualified firms only; interested firms must submit a qualification statement to be eligible for consideration. All statements received will be considered confidential and not available for public review until after the design/build contractor has been selected.

IX. QUALIFICATIONS SUBMISSION

In order to be considered responsive, one (1) manually signed original and seven (7) copies of the aforementioned listed items must be submitted:

James E. Simpson  
Director of Material Management  
Longwood University  
201 High Street  
Farmville, VA 23909  
(434) 395-2093  
simpsonje@longwood.edu

For technical questions contact David Oakland with VMDO Architects at:  
(434) 296-5684 or via e-mail at oakland@vmdo.com.

Pre-qualification information must be submitted in a sealed envelope, clearly marked with the name of the firm, and the title “Longwood University Athletic Field Qualifications Submission”.
