REQUEST FOR QUALIFICATION

Issue Date: April 17, 2003  RFQ# 214-03-Casework

Title: PREQUALIFICATION FOR LABORATORY CASEWORK CONTRACTOR

Commodity Code: PROFESSIONAL SERVICES (906-07)(918-42)

Issuing Agency & Address: Commonwealth of Virginia
Longwood University
Facilities Management, Bristow Building
Farmville, VA 23909

Location of Work: Longwood University
Farmville, VA 23909

Period Of Contract: Qualifications will be accepted until 2:00 pm May 20, 2003.

All inquiries for information should be directed to: Jim Simpson, Director Materiel Management
Phone #: (434) 395 – 2093.
Request for Qualification Document is available through: http://www2.longwood.edu/ifbrfp/index.asp

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

In compliance with this Request For 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 Form CO-16 and other data as required by the RFQ. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Name And Address Of Proposer:
_________________________________ Date:____________________________
_________________________________ By ______________________________
_________________________________ (Signature in Ink)
_________________________________ Typed Name:_______________________
_________________________________ Zip:_____ Title:____________________________
FEIN/SSN # _______________________ Telephone No. (    ) _____________
Email address:______________________APELSCIDLA BOARD #_________________

PRE-QUALIFICATION CONFERENCE: A pre-qualification conference will not be held.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section No.</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Applicability of the A/E Manual</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>III</td>
<td>Qualification Criteria</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>Experience</td>
<td>3</td>
</tr>
<tr>
<td>V</td>
<td>RFQ Requirements</td>
<td>4</td>
</tr>
</tbody>
</table>

**NOTE:** Hard copies of Form CO-16 may be found in Appendix B of the Manual. Electronic copies of these forms are available for download at the [www.dgs.state.va.us](http://www.dgs.state.va.us) website.
I. **APPLICABILITY OF THE A/E MANUAL**

The Commonwealth of Virginia Construction and Professional Services Manual for Architect/Engineers (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. 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 11, Special Contractor Procedures, Section 1103.0 Prequalification procedures.

II. **PURPOSE:**

Longwood University, an agency of the Commonwealth of Virginia, is conducting a prequalification of contractors interested bidding on the Laboratory Casework requirements of Capital Outlay Project, New Science Building, Project 214-16251.

III. **QUALIFICATION CRITERIA:**

A. **BONDING:**

Contractor can secure bonding for this project in an amount equal to or greater than the amount established by the agency 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 fidelity and surety business in the Commonwealth of Virginia.

IV. **EXPERIENCE:**

A. **Firm Experience:**

The contractor or contractor's office that will handle this project has undertaken at least two (2) construction projects of similar or comparable scope; complex, sophisticated laboratories and casework cost over $1,000,000 within the last five years. The projects shall be sufficiently comparable so that the agency may conclude that the contractor is familiar with and capable of handling the project(s) described in the prequalification.

B. **Key Personnel Experience:**

The Project Manager most likely to be assigned to this project has served as project manager on at least two (2) projects in the last five years of similar or comparable scope, one of those within the past two years. Function - complex, sophisticated laboratories and casework cost over $1,000,000. Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Project Manager is familiar with and capable of handling the project(s) described in the
prequalification.

The superintendent most likely to be assigned to this project has served as superintendent on at least two (2) projects in the last five years of similar or comparable, complex, sophisticated laboratories and dollar cost over $1,000,000. Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Superintendent is familiar with and capable of handling the project(s) described in the prequalification.

C. 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.

D. 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) year; 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 (see Sections 19d and 41 of General Conditions); 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.

**NOTE:** *If the agency intends to deny prequalification based on any of the above, it shall obtain written documentation evidencing same, pursuant to Section 2.2-4317 of the Code of Virginia, prior to such denial.*

**E. 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

**F. DEBARMENT:**

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** 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.
V. **RFQ SUBMISSIONS:**

A. 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 **Capital Outlay Form CO-16, shall be used by CONTRACTORS responding to Longwood University RFQ. Offeror shall submit one (1) original and four (4) copies of the proposal.**

B. Statement of Qualifications shall be signed by an authorized representative of the CONTRACTOR. 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 result in the RFQ being returned.

C. Statements should be prepared simply and economically, providing a straightforward, concise description of the CONTRACTOR capabilities. Emphasis should be on completeness and clarity of content.

D. The proposal shall be bound in a single volume. 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 shall be provided as an appendix to the proposal.