

INVITATION TO PREQUALIFY

To: Prospective General Contractors

Subject: Prequalification to Bid: Charles City County Public Library Construction

Issued by: Ms. Michelle Johnson
County Administrator
Charles City Public Library Construction
10900 Courthouse Road
Charles City, Virginia 23030

CHARLES CITY COUNTY PUBLIC LIBRARY CONSTRUCTION

Charles City County is seeking General Contractors to prequalify to submit construction bids for the new Charles City County Public Library. Prequalification responses will be received at the address listed above until 3:00 p.m. local time, December 11, 2017. Prequalification documents can be obtained from www.co.charles-city.va.us Proposals shall be bound and placed in a sealed envelope clearly marked with the title "Qualifications Proposal, Charles City County Public Library Construction".

Project Description:

Charles City County PUBLIC LIBRARY CONSTRUCTION: Charles City County plans to construct a new Library across from 10780 Courthouse Road Charles City, VA. The facility will be one story occupying approximately 8,200 GSF. The site is approximate 11.41 acres. However, the area of disturbance is less than 2 acres. The building program includes library spaces, offices, and meeting rooms. The one-story building will be constructed with a slab on grade, masonry veneer, and a standing seam metal roof.

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A. Purpose

1. The Charles City County Library is being built by the Board of Supervisors and the Charles City County Library Committee, a government and non-profit 501 C entities.
2. General Contractors (herein referred to as “Contractors”) are required to comply with the Prequalification Procedure.
3. The purpose of the Prequalification Procedure is to provide Charles City County with a mechanism to evaluate and determine which Contractors are eligible to participate in the RFP process.
4. Only those Contractors who have duly complied with the Prequalification Procedure and have been determined to be qualified will be Pre-qualified to Bid, and be eligible to submit construction bids on the Project.
5. The Project is defined in the Invitation to Prequalify To Bid.

The following information is to be submitted as part of the proposal.

B. Application

1. General Contractors wishing to Prequalify To Bid must submit their “Application” in the following form:
 - a. Application to Prequalify To Bid.
 - b. Contractor’s Qualifications Statement and Questionnaire.
 - c. Contractor’s informational or marketing brochure, if available.
2. Six (6) copies of the Application and all supporting data must be submitted.
3. The Contractor’s Prequalification Statement and Questionnaire, signed, notarized, and sealed.
4. Application shall be submitted prior to December 11, 2017, 3:00 p.m., as described in the Invitation to Prequalify to Bid.
5. Applications that are incomplete or illegible, for any reason, will be considered informal and may be rejected at the discretion of Charles City County. Determination of the completeness of the application will be at the sole discretion of the County.

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6. The County reserves the right to waive any informality and/or to request additional information from the Contractors, at its discretion.
7. By submitting an Application, the Contractor agrees that the County and/or its representative may research the information provided and contact entities associated with such information, at its discretion.
8. Contractor may photocopy this Package and provide answers directly on those copies, or the package may be reproduced by the Contractor. However, the outline and format shall remain as indicated.

C. Addenda

1. Any clarifications, alterations, or changes made to this document shall not be valid unless included in an addendum issued by Charles City County.
2. Addenda will be placed on the web site www.co.charles-city.va.us. It is the Contractor's responsibility to obtain all addenda.
3. No addenda modifying the Pre-qualify To Bid Package will be issued within a period of forty-eight (48) hours prior to the Deadline for Submittals, excluding Saturdays, Sundays, and other legal holidays. If it is necessary to issue an Addendum within the forty-eight (48) hour period, the date shall be extended without the requirement for re-advertising.

D. Evaluation

1. The objective of the evaluation is to determine which Contractors, in the opinion of the Committee and its representatives, are qualified to perform the work required for the project. Contractors are cautioned that this is an objective process and that they retain sole responsibility for adequately demonstrating their own abilities, so that they are perceived to be qualified.
2. The information contained in the Application will be evaluated by the County and/or its representatives.

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3. Perception of the Contractor's qualification to perform will be based on the evaluation of:

a. Experience:

- I. Successful completion of the appropriate portions of work for similar projects of new and/or renovated library, institutional, or cultural facilities in excess of \$3,000,000 construction value.
- II. Successful completion of at least 3 similar size projects.
- III. Successful completion of Projects of similar complexity.
- IV. Experience of key members of the Contractor's staff assigned to the Projects demonstrated by submitting resumes.
- V. Quality of workmanship and performance in past projects.
- VI. Sufficient bonding capacity for this project to demonstrate financial qualifications.

b. Project Management:

- I. Management of System Proposed - Demonstration of organized project management process.
- II. Quality Control System Proposed - Evidence of Quality Control program to maintain quality and limit conflicts and change orders.
- III. Success of Management Systems of past projects.
- IV. Safety Management System proposed as demonstrated in a safety plan and low EMR rating for the past 3 years. Provide EMR ratings for the past 3 years.

c. Past Performance:

- I. Past experience with institutional project in Virginia.
- II. Past experience with Public projects.
- III. Timely completion of past projects.
- IV. Claims history.

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d. Compliance with Contracts and Licensing Requirement:

- I. Has the contractor ever been found to be in breach of contract or defaulted on a contract in the past?
- II. Does the contractor have a reputation for meeting contractor obligations?
- III. Is the contractor a Class A Contractor licensed to do business in the Commonwealth of Virginia and has the Contractor ever had his license revoked?

e. Other Information:

- I. Available from the Application.
- II. Available from research and verification of the information contained in the Application.
- III. Available from sources outside the scope of the Application.
- IV. Current workload.
- V. Financial capabilities.

4. Additional information or clarification may be requested after the Application has been submitted. Such requests shall be responded to by Contractors within three (3) calendar days after receipt of such requests.
5. It is intended that the information of the Application will be researched and verified.
6. Information found to be materially incorrect or misleading will be sufficient cause not to Prequalify the Contractor.
7. Insurance Requirements? Minimum limits? Averaging \$5,000,000.

E. Notification of Eligibility for Bidding

1. All Contractors submitting an Application will be notified of the County decision.
2. Only those Contractors determined to be qualified will be eligible to participate in the RFP process.
3. Evaluations will be confidential.

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4. The Committee may deny Prequalification based on the following:
 - a. The Contractor does not have sufficient financial ability to perform the contract.
 - b. The Contractor does not have the appropriate experience to perform the contract or has not demonstrated Past Performance and Experience qualifications.
 - c. The Contractor (or any officer, director, or Owner thereof) has had judgements entered against him within the past ten years for the breach of contracts.
 - d. The Contractor has been in substantial non-compliance with the terms and conditions of prior (or comparable) construction contracts without good cause.
 - e. The Contractor (or any officer, Owner, project manager, procurement manger, or chief financial official thereof) has been convicted within the past ten years of a crime related to construction or contracting.
 - f. The Contractor (or any officer, director, or Owner thereof) is currently debarred pursuant to an established debarment procedure from bidding or contracting.
 - g. The Contractor fails to provide, in a timely manner, any information requested by the County relevant to 4A through 4F above.
 - h. Providing false or misleading and/or incomplete information as defined herein.
5. In the event that a Contractor is denied prequalification, a written notification shall state the reasons for such denial of prequalification.
6. Determination by the County will be final and conclusive. The County reserves the right to reject any or all proposals if it deems, at its sole discretion, do not meet the requirements. The decision to qualify or disqualify contractors is final and is not subject to appeal.

END OF PREQUALIFICATION PROCEDURE

PREQUALIFICATION PROCEDURE
CHARLES CITY COUNTY PUBLIC LIBRARY CONSTRUCTION

CONTRACTOR'S APPLICATION TO PREQUALIFY TO BID

(The Application)

(Reproduce "THE APPLICATION" on Contractor's letterhead)

Ms. Michelle Johnson
County Administrator
Charles City Public Library Construction
10900 Courthouse Road
Charles City, Virginia 23030

RE: Application to Prequalify to Bid:
Charles City County Public Library Construction

The undersigned Contractor, being familiar with the project descriptions outlined herein, hereby submits to Prequalify To Bid for the Charles City County Public Library Construction, Charles City, Virginia.

The undersigned further certifies that additional research into this Contractor's history and past work may be performed by the County or its representatives, and that insurance and bonding requirements for the Project can be met.

Following is an enumeration of the documents and information comprising this Application:

1. This Application
2. The Contractor's Prequalification Statement and Questionnaire, signed, notarized, and sealed.
3. Attachments as necessary to provide the information required by the Contractor's Qualification Statement and Questionnaire.

This Application is submitted in consideration for Prequalification to bid the Charles City County Public Library Construction.

Sincerely,

(Authorized Signature of Contractor's Representative)

END OF CONTRACTOR'S APPLICATION TO PREQUALIFY

CONTRACTOR'S PREQUALIFICATION STATEMENT
CHARLES CITY COUNTY PUBLIC LIBRARY CONSTRUCTION
Charles City, Virginia

QUESTIONNAIRE

Submitted to: Ms. Michelle Johnson
County Administrator
Charles City Public Library Construction
10900 Courthouse Road
Charles City, Virginia 23030

Submitted by:

Name:

Address:

Phone #:

Fax #:

State Contractor's License #:

Federal ID Number (Soc. Sec. Number if a sole proprietor):

Principal Contract:

_____ Corporation
_____ Sole Proprietor
_____ Partnership
_____ Joint Venture
_____ Other

The contractor may attach any additional information deemed appropriate to respond to any request below. Do not attach additional information not relevant to the below requests.

I. Organization

- A. How many years has your organization been in business as a General Contractor?
- B. How many years has your organization been in business under its present business name?
- C. Under what other name or former names has your organization operated?
- D. If your organization is a corporation, please indicate:
 - Date of Incorporation:
 - State of Incorporation:
 - President's name:
 - Vice-President's name:
 - Secretary name:
 - Treasurer's name:

E. If your organization is a partnership, please indicate

Date of organization

Type of partnership (if applicable):

Name(s) of general partner(s):

F. If your organization is a sole proprietorship, please indicate:

Date of organization:

Name of Owner:

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

2. Experience

A. On a separate sheet, list all construction projects in excess of \$3,000,000 your organization has in progress, giving the name of the project, owner, architect, contract amount, and date of completion.

B. On a separate sheet, list all construction projects in excess of \$3,000,000 your organization has completed in the past five (5) years, giving the name of the project, owner, architect, contract amount, and date of completion.

C. On a separate sheet, list key personnel who are anticipated to comprise the management team for the project. Please indicate general duties and a resume for each of those individuals.

D. List your Experience Modification Rate for workers compensation for the past three years:

2013-2014

2014-2015

2015-2016

3. Judgements

A. Has the contractor or any officer, director, or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including but not limited to, design- build or construction management?

B. If yes, provide details on any such judgment.

4. Contract Compliance

- A. Has your firm been found to be in substantial non-compliance with the terms and conditions of prior construction contracts?
- B. If yes, provide details on any such instance.
- C. Has your firm been found to be substantial non-compliance with the terms and conditions of prior construction contracts with another public body in the past ten (10) years?
- D. If yes, provide details on any such instance.
- E. Has your firm been found to be in substantial non-compliance with another public body in the past ten (10) years?

5. Convictions

- A. Has the contractor or any officer, director, or owner thereof been convicted of any felony 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) Ethics in Public Contracting?

(Article 4-S 11-72 et seq.), (II) The Virginia Governmental Frauds Act (S 18.2-498.1 et seq. of Title 59.1), or (III) any substantially similar law of the United States of another state?

- B. If yes, provide details on any such convictions.

6. Debarment

- A. Is the contractor or any officer, director, or owner thereof debarred pursuant to an established debarment procedure from bidding or contracting by any public body of this or any other state agency of the federal government?

- B. If yes, provide details.

7. References (Provide at least three (3) in each category)

- A. Architects/Engineers:
- B. Major Subcontractors
- C. Owners

8. Financial

A. Attach evidence that the firm can acquire a surety-bond from a corporation included on the United States Treasury list of acceptable surety corporations that is licensed in Virginia, which bond is in the amount of \$3,000,000 and type required for this project. A statement from the surety in the enclosed format is sufficient.

B. Name of bonding company:

C. If firm cannot provide such evidence, provide a recent financial statement including balance sheet and income statement. Include with financial statement the name and address of firm preparing the statement, and date of the statement.

9. Signature

The undersigned certifies under oath that he or she is authorized to make the foregoing statement on behalf of the Contractor and that the information contained in this prequalification statement and attachments is complete, true, and correct.

(Name of entity submitting this statement of qualification)

By: _____ Name of Signer:

Signature:

Title:

Date: _____ Corporate Seal:

Notary

State of: _____

County/City of: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

My Commission expires: _____

Notary Seal

SAMPLE

(Surety Company Letterhead)

(Date)

Ms. Michelle Johnson
County Administrator
Charles City Public Library Committee
10900 Courthouse Road
Charles City, Virginia 23030

RE: XYZ Corporation
This town, VA
Project: name
Owner: name

Dear Ms. Johnson

XYZ Corporation has been a client of (surety company) for over 00 years. During this time, we have supported this firm in their pursuit of projects in \$00000 range and total program in excess of \$00000.

We are prepared to provide a performance and payment bond on the aforementioned project, provided the corporation accepts an award of the contract and make application to us on or about the time the work is to commerce, 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.

Please feel free to contact us if you have questions.

Yours very truly,

Mr. Joe Smith
Attorney-In-Fact
(surety company)