



OFFICE OF PROCUREMENT  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VIRGINIA 22031  
TELEPHONE: (703) 289-6255

## REQUEST FOR QUALIFICATIONS

WILLARD MAINTENANCE FACILITY  
Project 2609, Division 02

RFQ No: 22-001

### SCHEDULE:

ACTION	DATE
RFQ Issued:	February 15, 2022
Deadline for Questions:	February 25, 2022 – 5:00 PM EST
Addendum Issuance:	March 4, 2022
Applications Due:	March 15, 2022 – Prior to 2:00 PM EST
Anticipated Notice of Decision:	April 15, 2022
Anticipated IFB Issuance:	May 2022

**Mail Address:** Office of Procurement  
Fairfax Water  
8570 Executive Park Avenue  
Fairfax, Virginia 22031

**Procurement Contact:** Torry Huff, VCCO, CPPO, CPPB  
*Senior Procurement Specialist*  
Telephone: 703-289-6263  
E-mail: [thuff@fairfaxwater.org](mailto:thuff@fairfaxwater.org)



RFQ NO. 22-001  
WILLARD MAINTENANCE FACILITY

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RFQ NO. 22-001  
WILLARD MAINTENANCE FACILITY

**NOTICE OF REQUEST FOR QUALIFICATIONS**

- A. General.** The Fairfax County Water Authority (“Fairfax Water”) will be accepting Qualification Statements from interested contractors for the performance as a general contractor for the **WILLARD MAINTENANCE FACILITY** project as further described in Section II of this Notice. The submission of bids for the Project will be limited to those contractors who have been prequalified pursuant to this Request for Qualifications No. 22-001 (the “RFQ”).
- B. General Project Description.** The Willard Maintenance Facility project is located at 14925 Willard Road, Chantilly, Virginia 20151. The work includes the construction of a warehouse, meter shop, fleet and distribution facilities, fueling station, vehicle wash, covered parking and materials storage and is described in additional detail in Section II of the Prequalification Procedure and Instructions.
- C. Qualification Criteria.** The Applicant shall have acted as a General Contractor for and have completed at least three (3) similar building projects for governmental, institutional or private owners, two (2) with an original contract value of \$30,000,000 or more and one (1) with an original contract value of \$25,000,000 within the past seven (7) years from the date of RFQ issuance.
- D. Submission of Qualification Statement.** In order to be eligible to participate in this prequalification process, an interested contractor shall submit a completed Qualification Statement to Fairfax Water prior to 2:00 p.m., on March 15, 2022, at the following address:

**FAIRFAX WATER  
PROCUREMENT DEPARTMENT  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VIRGINIA 22031  
ATTN: TORRY HUFF, VCCO, CPPO, CPPB  
SENIOR PROCUREMENT SPECIALIST**

Each Qualification Statement should be submitted in the manner described in Section III of the Prequalification Procedure and Instructions. Faxed and/or emailed materials will not be accepted for consideration by Fairfax Water.

- E. Request for Copies.** Copies of the RFQ may be obtained from the Fairfax Water website under “Do Business With Us”, “Procurement”, “Current Solicitations”.



RFQ NO. 22-001  
WILLARD MAINTENANCE FACILITY

**PREQUALIFICATION PROCEDURE AND INSTRUCTIONS**

**I. GENERAL DESCRIPTION**

**A. Purpose of Prequalification.** The purpose of this prequalification is to establish the qualifications of one or more contractors to perform the Willard Maintenance Facility work described in Section II.A hereof (collectively, the “Work”), in the capacity of a general contractor. Each contractor that is determined to be prequalified by Fairfax Water during Step I of this process will be eligible to submit a bid to perform the Work during Step II, as described below.

**B. Prequalification Process.** Fairfax Water will use a two-step procurement procedure in connection with the solicitation, evaluation, and award of a contract for the Work. This two-step procedure is described as follows:

- 1. Step I – Qualification Statements and Evaluation.** Step I will consist of the submission by interested general contractors of a completed Qualification Statement, together with all required supplemental information. Fairfax Water will evaluate all such information in accordance with the criteria set forth in this RFQ and determine which Applicants are prequalified to perform the Work. All Applicants will be notified as to whether or not they are prequalified at least 30 days prior to the date for submission of bids during Step II of this process.
- 2. Step II - Invitation for Bids.** During Step II, Fairfax Water will issue an Invitation for Bids (the “IFB”) for the Work to all prequalified contractors. Only those contractors who are prequalified during Step I may submit a bid for the Work during Step II of this process. A contract will be awarded, if at all, to the lowest responsive and responsible prequalified bidder, all as determined by Fairfax Water following the submission of bids.

**II. PROJECT DESCRIPTION AND REQUIRED EXPERIENCE**

**A. Project Description**

The Willard Maintenance Facility is located at 14925 Willard Road, Chantilly, Virginia and will be constructed on an approximately 10.8-acre site. The project includes significant clearing and grading, installation of retaining walls, paving, parking, extensive landscaping, stormwater management, and new sanitary and water utilities installed to serve the site. Installation of dry utilities is also included in this contract.

A 65,000 SF primarily one-story building will be constructed as part of the project to include shop and vehicle bays, a warehouse to house water distribution materials and a vehicle wash. Approximately 9,000 SF of the building will be two stories to include administrative/support and mezzanine areas. The building will be primarily steel framed construction with load bearing CMU walls and a brick and cast stone façade.

This contract will also include the construction of a covered fueling station, covered fleet parking areas, and covered material storage stalls.

This proposed facility has been designed and shall be constructed to achieve LEED v4 certification through the U.S Green Building Council. An architectural rendering of the Willard Maintenance facility is shown on Figure 1 for informational purposes only.

The Contract for this project is anticipated to be advertised for bid in May 2022 with bid opening in June 2022. The Contract Award date is projected for July 2022, with an anticipated construction Notice to Proceed date of August 2022. The overall construction duration is expected to be approximately two years. These are estimated dates and durations and are subject to change.



*Figure 1: Willard Maintenance Facility Schematic Rendering*

## **B. Required Experience**

In order to be deemed qualified to perform the Work, an Applicant must demonstrate, among other items set forth in the Qualification Statement, that it has the minimum prior General Contractor experience overseeing/managing multiple construction trades and phased construction of systems. In order to satisfy this requirement, an Applicant must provide all requested information set forth in the Qualification Statement with respect to each of the following criteria:

1. The Applicant must have been established as a full-time construction contractor for a minimum of ten (10) years holding or eligible to hold a Virginia Class A contracting license.
2. The Applicant shall have acted as a General Contractor for and have completed at least three (3) similar building projects for governmental, institutional or private owners, two (2) with an original contract value of \$30,000,000 or more and one (1) with an original contract value of \$25,000,000 or more within the past seven (7) years.
3. Satisfactory experience in the General Contracting of new building construction within the last ten (10) years. Provide the current status of projects in progress, including project duration and anticipated completion of each project. Explanations shall be given for any project that finished or is currently behind schedule.

4. Name, address and telephone number of individual(s) representing owners of each listed construction project who is familiar with the services provided by Applicant. Fairfax Water will contact the individual to verify the experience and satisfactory performance of services by the applicant.

**C. Applicant's Proposed Key Personnel**

On Attachment F-3, provide detailed information on the key personnel you propose and intend for this project, including at a minimum Project Manager and Project Superintendent. Information will address the individual's qualifications, relevant certifications, and experience with projects of similar size and type.

**D. Applicant's Quality Control Program**

On Attachment F-4, provide a description of Applicant's Quality Control Program utilized to provide quality completed work.

**E. Applicant's Safety Personnel**

On Attachment F-5, provide the names, professional certifications, and resumes of the Applicant's Safety Professionals who are responsible for implementing the Applicant's Health and Safety Plan.

**III. QUALIFICATION STATEMENT FORMAT AND SUBMITTAL INSTRUCTIONS**

- A. Required Form and Completion.** The required form of Qualification Statement is located at the end of this RFQ package. Applicants shall complete the Qualification Statement in its entirety. Spaces should not be left blank; if the appropriate response is "none" or "not applicable," Applicants should so indicate. Qualification Statements and supplemental information must be typed or printed in ink. One (1) original (so marked) and one (1) copy of all submittal materials must be submitted to Fairfax Water, each in a suitable binder. All materials submitted hereunder will become the property of Fairfax Water and will not be returned to the Applicant.
- B. Submission Due Date and Delivery.** In order to be eligible for participation in this process, Fairfax Water must receive an Applicant's Qualification Statement and all supplemental information on or before the date and time indicated in the Notice of Request for Qualifications. Sealed prequalification materials may be delivered to Fairfax Water at the address set forth in the Notice. The sealed envelope or carton should be clearly marked on the outside lower left corner as follows:

**SEALED APPLICATION - DO NOT OPEN  
ATTN: TORRY HUFF, VCCO, CPPO, CPPB  
SENIOR PROCUREMENT SPECIALIST  
RFQ NO. 22-001  
WILLARD MAINTENANCE FACILITY  
PROJECT 2609, DIVISION 02**

**DUE: PRIOR TO 2:00 PM EST ON MARCH 15, 2022**

**Faxed and/or emailed application materials will NOT be accepted for consideration by Fairfax Water for initial submission. Fairfax Water will send a follow-up request for electronic copy via emailed to each firm who successfully submit their sealed package prior to the established deadline.**

- C. Required Sequence.** Each Applicant must submit the required number of copies of all prequalification materials to Fairfax Water in the following order:
- 1. Letter of Transmittal:** This letter must contain the name, mailing address, email and telephone number of the primary representative of the Applicant to whom all correspondence is to be addressed.
  - 2. Qualification Statement:** The required Qualification Statement form is located at the end of this RFQ.
  - 3. Supplemental Information:** Applicants shall include as supplemental information any additional items or information requested in this RFQ or required as part of the Qualification Statement. This information should be typed or clearly printed in an organized, concise manner and should be appended to the corresponding Attachment, with appropriate cross-references to the section numbers and headings in the Qualification Statement.
- D. Trade Secrets and Proprietary Information.** Under Part G of the Qualification Statement, an Applicant may designate any information set forth in its Qualification Statement and/or any supplemental information as a trade secret or as proprietary information. In doing so, the Applicant must identify the specific items of information or data for which it seeks protection under § 2.2-4342 of the Virginia Public Procurement Act (the "VPPA") at or prior to submission of such information, and indicate why protection from disclosure is necessary.

#### IV. EVALUATION PROCESS

- A. Evaluation Committee.** Fairfax Water's Procurement Manager/Designee will establish an evaluation committee to review all Qualification Statements submitted under this RFQ. The evaluation committee will consist of such Fairfax Water staff members as shall be designated by Fairfax Water's Director of Planning & Engineering/Designee and may, in the Procurement Manager's/Designee's discretion, include outside advisors to Fairfax Water.
- B. Review of Qualifications; Criteria for Evaluation.** Following the submission due date, the evaluation committee will review and evaluate all Qualification Statements and supplemental information and conduct such reference checks, research, and verification as it deems necessary or appropriate under the circumstances. The evaluation committee will evaluate each Applicant's qualifications based upon the criteria set forth in the Qualification Statement in order to make a determination as to whether each Applicant will be prequalified to perform the Work. Fairfax Water may, in its discretion, deny prequalification to an Applicant based upon any one or more of the factors set forth in § 2.2-4317(C) of the VPPA. A failure under any one such factor may constitute sufficient cause to determine that an Applicant is "not qualified to bid." Fairfax Water reserves the right at any time during this process to require submission of such additional information and clarification as it deems necessary or appropriate under the circumstances in order to conduct a full and appropriate evaluation of a contractor's qualifications to perform the Work. Failure to submit requested information may result in a denial of prequalification.
- C. Notice of Determination** to the Procurement Manager/Designee. Thereafter, the Procurement Manager/Designee will issue a written notice of the evaluation committee's determination to each Applicant. Each Applicant will receive written notice of the prequalification determination prior to the date established for submission of bids during Step II of this process. In the event that an Applicant is denied prequalification, the written notification will state the reasons and factual basis for the will issue a written notice of the evaluation committee's determination to each Applicant. Each Applicant will receive written notice of the prequalification determination



at least thirty (30) days prior to the date established for submission of bids during Step II of this process.

- D. Right of Inspection; Rebuttal Process.** Upon written request submitted within five (5) business days after receipt of Fairfax Water's notice, an Applicant who is denied prequalification may inspect public documents relating to the determination. Within ten (10) business days after receipt of Fairfax Water's notice, the Applicant may submit rebuttal information to Fairfax Water's Procurement Office at the address set forth on the Notice of Request for Qualifications. The Procurement Manager/Designee will review the rebuttal information and any other relevant information in the possession of Fairfax Water, and may, in his or her discretion, request additional information or clarification from the Applicant. The Procurement Manager/Designee will issue a written notice of its determination regarding the Applicant's qualifications within five (5) business days after receipt of the rebuttal information. Unless appealed in the manner prescribed in the VPPA, this determination will be final.

## V. GENERAL

- A. Cancellation; Waiver of Informalities.** Fairfax Water reserves the right to: (a) cancel this RFQ at any time prior to Contract Award during Step II of this process; and (b) waive any informalities with respect to a Qualification Statement, in the event Fairfax Water determines that any such action is in its best interests.
- B. Withdrawal from Process.** An Applicant may withdraw its Qualification Statement from this Prequalification process at any time during Step I of this process by notifying Fairfax Water in writing. Any such withdrawal may be submitted to Fairfax Water by mail or email to the named Procurement Contact and will be effective upon receipt.
- C. Costs.** Fairfax Water will not be responsible for any costs incurred by Applicants as a result of their participation in Step I and/or Step II of this procurement process. Each Applicant will be responsible for and will bear its own expenses in connection with such participation, including the provision of any supplemental information that may be requested.

### D. Addenda and Interpretations

- 1. Requests for Interpretation.** All requests for interpretation of the meaning of the Prequalification Procedure and Instructions and/or the Qualification Statement must be made in writing and submitted to Fairfax Water at the address set forth in the Notice of Request for Qualifications on or before the deadline specified in the Notice for submission of questions.
- 2. Addenda.** No verbal interpretation of the meaning of this RFQ will be made to any Applicant. Any and all such interpretations and any supplemental instructions or changes will be in the form of written addenda which, if issued, will be sent to all prospective Applicants not later than 2:00 p.m. on the date that is three (3) calendar days prior to the then current due date for submission of Qualification Statements. Addenda will be sent to the Applicant's email address of record as provided by the applicant or to the email address to which the RFQ was originally sent, whichever is newer. An Applicant's claim that the applicant did not receive any such addenda will in no event relieve the Applicant from any provision of this RFQ, as amended. Upon issuance by Fairfax Water, addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

**E. Notice of Certain Changes or Events.**

- 1. Required Notice.** In the event that, after the submission by the Applicant of a Qualification Statement and before the completion of Step II of this procurement process: (a) an Applicant experiences a material change in its financial condition, ownership, corporate structure or personnel; or (b) any event or circumstance arises that causes any information set forth in an Applicant's prequalification materials to no longer be true and accurate in all respects, then, in either case, the Applicant shall notify the named Procurement Contact of the change or event in writing at the time the change occurs or as soon thereafter as is reasonably practicable, but in any event prior to award of a contract for the Work.
- 2. Consequences for Misrepresentation or Absence of Required Notice.** Any: (a) knowing misrepresentation on the part of an Applicant hereunder; or (b) failure to notify the named Procurement Contact of a material change described in (i) or of an event or circumstance described in (ii), may, in the Procurement Manager's/Designee's sole discretion, constitute sufficient grounds for denying prequalification to that Applicant, for rescinding the Applicant's prequalification, for rejecting a bid under Step II of this procurement process, or for rescinding a contract award or canceling a contract so awarded.

- F. Virginia Contractor's License.** Each Applicant must be licensed by the Virginia Board for Contractors before submitting a bid during Step II of this process. If an Applicant does not currently hold a valid Virginia Class A Contractor's License, then the Applicant must include under Part A of its Qualification Statement a detailed description of how the Applicant will obtain a license within the required timeframe.

END PREQUALIFICATION PROCEDURE AND INSTRUCTIONS



**QUALIFICATION STATEMENT**

By submitting this Qualification Statement, Applicant acknowledges and agrees that Fairfax Water has the right to conduct such research and verification with regard to the information set forth herein as it deems reasonably necessary and appropriate under the circumstances, including contacting project owners and other involved parties for references with respect to Applicant's prior performance.

Applicant must provide all information requested herein. Any doubt on the part of Applicant with respect to the necessity of disclosing information should be resolved in favor of disclosure.

*Please type or print clearly in black ink. Applicant should number additional pages consecutively, referencing applicable sections of this form.*

**PART A. GENERAL INFORMATION**

1. Firm Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, County, State, Zip Code \_\_\_\_\_

2. Identify two contact persons for the Applicant and provide the telephone number and e-mail address for each. *(First named individual will be the primary contact.)*

(a)	_____			
	Name	Title	Telephone	Email Address
(b)	_____			
	Name	Title	Telephone	Email Address

3. Type of Entity:
- Corporation *(If corporation: provide date and state of incorporation in spaces below)*
  - Partnership *(If partnership: indicate type of partnership, provide names of all partners, general and limited, state of organization, and date of formation of partnership in spaces below)*
  - Individual Owner *(If Individual Owner: provide name of owner and date of commencement of business in spaces below)*
  - Joint Venture *(If Joint Venture: provide name and organizational information for each joint venture partner and date of formation of joint venture in spaces below)*

Limited Liability Company (If LLC: provide names for all members, and date and state of organization in spaces below)

4. How many years has the Applicant been in business as a contractor under the business name by which it now requests to be pre-qualified?

\_\_\_\_ years

Has the Applicant ever operated under a name that is different from that set forth above?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide other name and number of years in business under that name:

---

5. Virginia Class A Contractor's License Number: \_\_\_\_\_ dated \_\_\_\_\_

**Note: If the Applicant does not currently hold a Virginia Class A Contractor's License, insert the phrase "Not licensed in Virginia" under Question 5 and include a detailed description on Attachment A indicating how the Applicant will obtain the required license within the timeframe described in Paragraph V.(F) of the Prequalification Procedure and Instructions.**

6. In the space provided below, each Applicant that is organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Virginia Code must provide the identification number issued to it by the Virginia State Corporation Commission (the "VSCC"). Any Applicant that is not required to be authorized to transact business under Title 13.1, Title 50, or any other law, must provide a statement indicating why it is not required to be so authorized.

Applicant's Virginia State Corporation Commission Identification Number: \_\_\_\_\_

**Note: If the Applicant is not required to be authorized to transact business under the above-referenced provisions of the Virginia Code, provide a statement on Attachment A indicating why VSCC authorization is not required.**

#### **PART B. FINANCIAL ABILITY**

1. Name and address of Surety Company:

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2. Is the Surety Company included on the United States Treasury List of acceptable surety corporations?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Provide a letter from the Surety Company in the form of Attachment B-1 indicating among other matters that, if the Applicant is awarded a contract for the Work described in this RFQ, the Surety Company will issue payment and performance bonds in the full amount of the resulting contract.

4. Has any surety company made a payment on Applicant's behalf as a result of default, to satisfy any claims made against a performance or payment bond in connection with any construction project during the previous five (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Has any insurance carrier, for any form of insurance, refused to renew insurance policy for your firm?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. List all other sureties (name and address) that have written bonds for the Applicant during the last five (5) years. Provide supplemental information on a separate sheet as Attachment B-3.

**Note:** If the Applicant has answered no to question 2 or yes to questions 4 or 5 in this Part B, the Applicant must submit full details with regard to each such matter on separate sheets attached as Attachment B-2 to this Qualification Statement. For each affirmative response that relates to payments made on the Applicant's behalf or refusal to renew insurance policy by surety, the Applicant should provide, as applicable, the dates, the project, and a full description of the reason.

#### PART C. JUDGMENTS AND LITIGATION

1. Has the Applicant or any officer, director, or owner of the Applicant had one or more judgments entered against it, him, or her within the past 10 years for the breach of a contract for construction? In responding, the Applicant should include contracts for construction management and design-build services.

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Has the Applicant filed or caused to be filed on its behalf, or had filed against it, any lawsuits or arbitration requests or claims with regard to any construction contract within the last 5 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the Applicant a party to any claim, lawsuit, arbitration proceeding, or other legal proceeding that is pending or outstanding and that relates to a construction contract with a public body?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. On any construction contract with a public body, does Applicant have any unsettled:

(a) Delay claims? Yes \_\_\_\_\_ No \_\_\_\_\_

(b) Schedule impact claims? Yes \_\_\_\_\_ No \_\_\_\_\_

(c) Other claims which, individually or in the aggregate, equal or exceed \$100,000 on any single contract or project?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Has the Applicant been adjudicated or otherwise finally determined to have been in noncompliance with any applicable federal, state, or local law, rule, ordinance, or regulation (an "Applicable Law", including any Applicable Law related to construction or to occupational safety)?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** If the Applicant has answered yes to any question in this Part C, the Applicant must submit full details with regard to each such matter on separate sheets attached as Attachment C to this Qualification Statement. For each affirmative response that relates to a judicial or administrative proceeding, the Applicant should provide, as applicable, the date, the project description, the style of the proceedings, the court, the jurisdiction, the case number, and a brief description of the claim or claims.

#### **PART D. CONTRACT COMPLIANCE**

1. Has the Applicant been found to be in substantial non-compliance with the terms and conditions of a construction contract with a public body without good cause?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Has the Applicant ever failed to enter into a contract with a public body when the Applicant was the low bidder?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Has the Applicant ever been a party to a construction contract that was terminated by the public body for cause?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Has the Applicant ever been declared to be in default or partial default on a construction contract with a public body?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Has the Applicant ever been the subject of a stop work order on any construction contract with a public body?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Has the Applicant ever had work removed or omitted from a construction contract or project, other than by mutually agreed upon change order?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Has the Applicant ever failed to complete any work awarded to it by a public body?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** If the Applicant has answered yes to any of the questions set forth in this Part D, submit full details on separate sheets attached as Attachment D to this Qualification Statement.

**PART E. CRIMINAL CONVICTION OR DEBARMENT**

1. During the last 10 years, has the Applicant or any officer, director, owner, project manager, or chief financial officer of the Applicant been convicted in any jurisdiction of any of the following:

(a) A crime related to construction contracting or to contracting in general?

Yes \_\_\_\_\_ No \_\_\_\_\_

(b) A violation related to conflicts of interest or to ethics in public contracting?

Yes \_\_\_\_\_ No \_\_\_\_\_

(c) A crime related to governmental fraud, bid rigging, or bribery?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Is the Applicant or any officer, director, or owner of the Applicant currently debarred from bidding or contracting by any local, state, or federal agency or other public body?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** If the Applicant has answered yes to any of the questions set forth in this Part E, submit full details on separate sheets as Attachment E to this Qualification Statement. Applicant's response on Attachment E should in each instance identify the name of the person or entity who was the subject of the conviction or debarment, and should include a description of the project involved, an explanation of the circumstances that gave rise to the conviction or debarment, and the names and telephone numbers of individuals who may be contacted for additional information.

**PART F. EXPERIENCE**

1. On Attachment F-1, provide the requested information for a minimum of three (3) projects completed by the Applicant within the past seven (7) years, from RFQ issuance date. Each project must meet all of the criteria as set forth in Paragraph II.B.2 of the Prequalification Procedure and Instructions (incorporated by reference herein).

2. On Attachment F-2, list all owners, public and private (including the Commonwealth of Virginia) for whom the Applicant is currently: (a) prequalified to perform work; or (b) under contract to perform work, and provide a project title/general description of the type of work to be performed in connection with each such construction projects.

3. Complete the chart below by identifying the Applicant's principal officers and providing other requested information.

Name of Officer and Number of Years employed by the Applicant		Present Position and Number of Years Held
1)		1)
2)		2)
3)		3)
Specific Type of Work Performed by this Individual and Description of Construction Experience		
1)		
2)		
3)		

4. List the type or types of work the Applicant customarily performs with its own forces.

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5. List the type or types of work customarily subcontracted to others.

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6. Provide the total amount of work in dollars completed by the Applicant during each of the five (5) most recent calendar years:

<u>Year:</u>	<u>Amount Completed:</u>
2021	\$ _____
2020	\$ _____
2019	\$ _____
2018	\$ _____
2017	\$ _____

7. What is the current total value of all work the Applicant has under contract at present?

\$ \_\_\_\_\_



8. Provide the Applicant's EMR (Experience Modification Rate) for each of the 3 most recent calendar years:

<u>Year:</u>	<u>Applicant's EMR</u>
2021	_____
2021	_____
2019	_____

Applicant's average EMR for calendar years 2019 through 2021: \_\_\_\_\_

If Applicant's average EMR for the requested period exceeds 1.0, provide an explanation below:

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**Note to Applicants: An average EMR in excess of 1.0 may result in a denial of prequalification.**

9. Provide the following information regarding any OSHA citations received by the Applicant within the past three years:

	<u>Yes</u>	<u>No</u>
(a) Has the Applicant received any OSHA citations within the last three years?	_____	_____
(b) If the answer to question 1 is yes, how many of each of the following types of citations have you received?		
Willful..... →	_____	
Imminent danger..... →	_____	
Serious..... →	_____	
Non-serious..... →	_____	
De minimus..... →	_____	

Provide a brief description of the nature of any citation(s) below, or attach a copy of the citation(s).

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10. Has the Applicant's contractor license in any jurisdiction (including Virginia) ever been revoked or suspended?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the jurisdiction, explain the circumstances, and provide the current status of the license.

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11. In the event that the Applicant previously operated under a different name or business structure, indicate whether the Applicant (under such other name or business structure) had its contractor's license revoked or suspended at any time?

Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

If yes, list the jurisdiction, explain the circumstances and state the current status of the license.

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**PART G. PROPRIETARY INFORMATION**

Under the VPPA, the Applicant may elect to designate portions of its Qualification Statement as trade secrets or proprietary information. In order to obtain protection from mandatory public disclosure laws, an Applicant must complete the chart below by identifying with specificity each item of information for which protection is sought and providing an explanation as to why protection from disclosure is necessary. In order to be effective, an Applicant must identify any trade secrets or proprietary information set forth herein at or prior to submission of this Qualification Statement.

<u>SECTION:</u>	<u>DESCRIPTION OF INFORMATION</u>	<u>JUSTIFICATION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note: If this Part G is left blank, the Applicant's Qualification Statement will be deemed *not* to contain any trade secrets or proprietary information.**

**PART H. SIGNATURE PAGE**

The undersigned hereby certifies under oath that he or she is duly authorized to submit this Qualification Statement on behalf of the Applicant and that the information set forth herein, including any information submitted as an attachment, is true, correct, and complete in all respects.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**[Notary Acknowledgements on Following Pages]**

**NOTARY ACKNOWLEDGEMENTS FOR QUALIFICATION STATEMENT**

**(FOR A CORPORATION)**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing Qualification Statement was acknowledged before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
(Name of Applicant's Authorized Representative)

the duly authorized representative of \_\_\_\_\_,  
(Name of Applicant)

a \_\_\_\_\_ corporation, on behalf of the corporation.  
(State of Incorporation)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**(FOR A PARTNERSHIP OR JOINT VENTURE)**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing Qualification Statement was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
(Name of acknowledging partner or agent)

the duly-authorized Partner or Venturer of \_\_\_\_\_, a  
(Name or partnership or joint venture)  
partnership or joint venture.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**(FOR AN INDIVIDUAL)**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing Qualification Statement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, as Applicant.  
(Name of Individual)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**(FOR LIMITED LIABILITY COMPANY)**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing Qualification Application was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
(Name of Manager)  
the duly-authorized representative of \_\_\_\_\_, a limited liability  
(Name of Limited Liability Company)  
company.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**ATTACHMENT A (SUPPLEMENTAL INFORMATION UNDER PART A)**

**Attach Supplemental Information Required under Part A**

**ATTACHMENT B-1 (SAMPLE SURETY LETTER)**

**[SURETY COMPANY LETTERHEAD]**

**[DATE]**

**Procurement Department  
Fairfax Water  
8570 Executive Park Avenue  
Fairfax, Virginia 22031**

**Re: [CONTRACTOR]  
RFQ No. 22-001  
WILLARD MAINTENANCE FACILITY  
PROJECT 2609, DIVISION 02**

To Whom It May Concern:

**[SURETY COMPANY]** has provided surety bonds on behalf of **[CONTRACTOR]** for **[NUMBER]** years, during which time we have issued performance and payment bonds for contracts valued in the range of **[DOLLAR AMOUNT]**. At the present time, **[SURETY COMPANY]** provides a **[DOLLAR AMOUNT]** single project / **[DOLLAR AMOUNT]** aggregate surety program to **[CONTRACTOR]**.

**[SURETY COMPANY]** is prepared to provide payment and performance bonds on behalf of **[CONTRACTOR]** for the full value of the contract contemplated by RFQ No. 21-008, provided that **[SURETY COMPANY]** reserves the right to perform standard underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents and bond forms. We assume no liability to Fairfax Water if for any reason we do not execute such bonds.

**[SURETY COMPANY]** is listed on the U.S. Treasury Department's Listing of Approved Sureties (Department Circular 570, 2019 Revision), and is rated **[GRADE]** (**[FINANCIAL SIZE CATEGORY]**) by A.M. Best Company.

Please feel free to contact the undersigned at **[TELEPHONE NUMBER]** if you have any questions.

Very truly yours,  
**[SURETY COMPANY]**

By: \_\_\_\_\_  
**[Name]**, Attorney-in-Fact



**ATTACHMENT B-2 (SUPPLEMENTAL INFORMATION UNDER PART B)**

**Attach Supplemental Information Required under Part B**

**ATTACHMENT B-3 (LIST OF OTHER SURETIES)**

**Attach Supplemental Information Required under Part B**

**ATTACHMENT C (SUPPLEMENTAL INFORMATION UNDER PART C)**

**Attach Supplemental Information Required under Part C**

**ATTACHMENT D (SUPPLEMENTAL INFORMATION UNDER PART D)**

**Attach Supplemental Information Required under Part D**

**ATTACHMENT E (SUPPLEMENTAL INFORMATION UNDER PART E)**

**Attach Supplemental Information Required under Part E**

**ATTACHMENT F-1 (PROJECT SURVEY)**

Please complete this standard form for **each of the applicable** minimum number of project samples requested to demonstrate past experience. "See Attached" will NOT be considered a suitable response to the required questions.

1. Project identification and location:

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Confirm the Project Building Construction Cost below.

Reminder: The **Qualification Criteria** states, "*The Applicant shall have acted as a General Contractor for and have completed at least three (3) similar building projects for governmental, institutional or private owners, two (2) with an original contract value of \$30,000,000 or more and one (1) with an original contract value of \$25,000,000 within the past seven (7) years from the date of RFQ issuance.*"

Total Project Building Construction Cost: \$ \_\_\_\_\_

Applicant performed the work indicated above as a:

General Contractor: \_\_\_\_\_ Subcontractor: \_\_\_\_\_

Date Project placed in service: \_\_\_\_\_

2. Description of specific work performed, including **type of construction, gross square footage.**

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3. Names, titles, addresses, and telephone numbers of the owner, the design professional, and the contractor, if any, on whose behalf the work was performed.

(a) Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Individual to Contact \_\_\_\_\_

Title \_\_\_\_\_

(b) Design Professional \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Individual to Contact \_\_\_\_\_

Title \_\_\_\_\_

(c) Contractor, if any, on whose behalf Applicant performed the work

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Individual to Contact \_\_\_\_\_

Title \_\_\_\_\_

4. Contract price:

(a) Original contract value: \_\_\_\_\_.

(b) Final contract value: \_\_\_\_\_.

(c) Value of change orders as a percentage of the original contract value: \_\_\_\_\_%

5. Percentage of work performed by Applicant's employees:

\_\_\_\_\_%

6. Contract dates:

a) Start Date: \_\_\_\_\_

b) Original Contractual Completion: \_\_\_\_\_

c) Final Contractual Completion: \_\_\_\_\_

d) Actual Completion: \_\_\_\_\_

7. Was the contract completed on or before the date specified in the contract for substantial completion of the work, as adjusted by agreement of the parties?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, explain why, including the original contract period and the final contract period.

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8. Did the project have any interim time constraints and if so were they met?

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9. Were liquidated damages imposed, either on the Applicant or by the Applicant on another?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list the amount of damages and explain the circumstances:

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10. Were any liens, claims, or stop work notices filed against the job?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain below.

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11. If Applicant believes additional information is necessary to present an accurate description of any project, additional pages may be attached.





**ATTACHMENT F-3 (APPLICANT'S PROPOSED KEY PERSONNEL)**

Provide resumes for each of the Applicant's proposed key personnel.

**ATTACHMENT F-4 (QUALITY CONTROL PROGRAM)**

Provide a description of Applicant's Quality Management Approach utilized to provide quality completed work

**ATTACHMENT F-5 (SAFETY PERSONNEL)**

Provide the names, professional certifications, and resumes of the Applicant's Safety Professionals who are responsible for implementing the Applicant's Health and Safety Plan.