

## **INVITATION TO PRE-QUALIFY**

Prince George County is seeking General Contractors to pre-qualify to submit construction bids for the **SOUTHSIDE VIRGINIA GATEWAY D2, I95-EXIT 45 SOUTH CRATER ROAD, GATEWAY PROJECT**. The Gateway project includes landscaping improvements, construction and installation of gateway features and road improvements. Prequalification responses will be received until 4:00 p.m. local time, on November 24, 2015. Prequalification documents can be obtained from Leigh Primmer, Procurement Officer, [lprimmer@princegeorgecountyva.gov](mailto:lprimmer@princegeorgecountyva.gov), Prince George County, 6602 Courts Drive, Prince George, Virginia 23875, (804) 722-8715.

**GENERAL CONTRACTORS  
PRE-QUALIFY TO BID PACKAGE**

**For The**

**EXIT 45 GATEWAY PROJECT**

**For**

**PRINCE GEORGE COUNTY**

**PRINCE GEORGE, VIRGINIA**

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## INVITATION TO PRE-QUALIFY

To: Prospective General Contractors

Subject: Prequalification to Bid:

### **CONSTRUCTION of the EXIT 45 GATEWAY PROJECT**

General Contractors interested in submitting construction bids for **the CONSTRUCTION of the EXIT 45 GATEWAY PROJECT for PRINCE GEORGE COUNTY** are invited to Pre-qualify to Bid in accordance with the Prequalification Procedure established in the Prequalification documents. Requests for the Prequalification documents shall be made to:

Leigh Primmer, Procurement Officer  
Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
(804) 722-8715  
LPRIMMER@PRINCEGEORGECOUNTYVA.GOV

The last day to request prequalification documents is November 18, 2015.

Prequalification responses will be received at the office listed above until 4:00 p.m. local time on November 24, 2015. Responses received after that time will be returned unopened.

#### **Contractor teams submitting qualifications must have the following minimum qualifications:**

- a. 5 years' experience as general contractors for site work projects with budgets over \$750,000 that include monuments, grading and drainage, special paving, planting, irrigation, and landscape lighting
- b. 5 years' experience completing road building, bridge building, or site work projects for the Virginia Department of Transportation
- c. 5 years' experience fabricating and installing welded steel frame structures
- d. 5 years' experience installing impact resistant glass windows

Contractor interviews, if necessary and at the County's discretion, will be held during the month of December.

#### ***Project Description:***

#### **EXIT 45 GATEWAY PROJECT:**

Prince George County plans to construct a new community gateway at I-95 Exit 45 and South Crater Road. The gateway is intended to welcome visitors to the county and specifically to the tourism zone along S. Crater Road. The gateway will include two 46-foot tall stainless steel and glass spires that will flank S. Crater Road, creating a threshold for the district. The intersection of the exit ramp with S. Crater Road will be enhanced with three elevated and richly planted corners that will be edged with color concrete paving, and the exit ramp will be lined with rows of columnar tree groupings. Night lighting will include color-changing LED floodlights in the spires and ground-mounted white LED uplights on the trees. A landscape irrigation system will serve the lawns and plantings.

Only those General Contractors who Pre-qualify to Bid in accordance with the Prequalification Procedure will be eligible to submit a construction bid.

Packages must be picked up at least two days prior to the Deadline for Submittals. Packages will be mailed to the Contractors at their own risk.

**PREQUALIFICATION PROCEDURE**  
Construction  
of the  
EXIT 45 GATEWAY PROJECT  
for  
PRINCE GEORGE COUNTY  
in  
Prince George, Virginia

**A. Purpose**

1. The Prequalification Procedure has been established pursuant to Section 2.2-4317 of the Code of Virginia.
2. General Contractors are required to comply with the Prequalification Procedure (herein referred to as “Contractors”).
3. The Purpose of the Prequalification Procedure is to provide Prince George County with a mechanism to evaluate and determine which Contractors are qualified to participate in the construction of the Project.
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 Pre-qualify To Bid.

**B. Application**

1. General Contractors wishing to Pre-qualify To Bid must submit their “Application” in the following form:
  - a. Application to Pre-qualify To Bid
  - b. Contractor’s Qualification Statement and Questionnaire
  - c. Contractor’s informational or marketing brochure, if available
  - d. Bond approval letter from Surety Company
2. Four (4) copies of the Application and all supporting data must be submitted.
3. Each copy of the Contractor’s Qualification Statement and the Application must be signed by an authorized Officer of the Contractor.
4. Pre-qualify To Bid Packages are available in accordance with the Invitation to Pre-qualify To Bid.
5. Application shall be submitted prior to the deadline for Submittals as described in the Invitation to Pre-qualify to Bid.
6. Applications that are incomplete or illegible, for any reason, will be considered informal and may be rejected at the discretion of Prince George County. Determination of the completeness of the applications will be at the sole discretion of the Prince George County.
7. Prince George County reserves the right to waive any informality and/or to request additional information from the Contractors, at its discretion.
8. By submitting an Application, the Contractor agrees that Prince George County and/or its representative may research the information provided and contact entities associated with such information, at its discretion.
9. 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 shall not be valid unless included in an addendum.
2. Addenda will be mailed or delivered to those Contractors having a Pre-qualify To Bid Package.
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 Prince George County 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 Prince George County and/or its representatives.
3. Perception of the Contractor's qualification to perform will be based on the evaluation of:
  - a. Experience (minimum of 5 years' experience)
    - I. Successful completion of the appropriate portions of work for similar projects in excess of \$750,000 construction value
    - II. Successful completion of Projects of similar size
    - III. Successful completion of Projects of similar complexity
    - IV. Experience of key members of the Contractor's staff and all Sub-Contractors assigned to the Project, including fabricating and installing welded steel frame structures and installing impact resistant glass windows
    - V. Quality of workmanship and performance in past projects
  - b. Project Management
    - I. Management of System Proposed
    - II. Success of Management Systems of past projects
    - III. Safety Management System Proposed
  - c. Past Performance
    - I. Past experience with Prince George County
    - II. Past experience with Public projects and VDOT projects
    - III. Timely completion of past projects
    - IV. Claims history
  - d. 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 Pre-qualify the Contractor.

**E. Notification of Eligibility for Bidding**

1. All Contractors submitting an Application will be notified of Prince George County's decision.
2. Only those Contractors determined to be qualified will be Pre-qualified to Bid.
3. Evaluations will be confidential.
4. The Owner may deny Prequalification only if they find one of the following:
  - a. The Contractor does not have sufficient financial ability to perform the contract
  - b. The Contractor and/or team does not have the appropriate experience to perform the contract
  - c. The Contractor (or any officer, director, or Owner thereof) has had judgments 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, director, Owner, project manager, procurement manager, 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 by the Owner
  - g. The Contractor fails to provide, in a timely manner, any information requested by the Owner 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 review board will be final and conclusive. A decision denying prequalification may be appealed by the Contractor as provided in Section 2.2-4351 of the Code of Virginia.
7. A list of Contractors determined to be Pre-qualified To Bid will be made available in the Construction Bid Documents.

**END OF PREQUALIFICATION PROCEDURE**

**CONTRACTOR’S APPLICATION TO PRE-QUALIFY TO BID**

(The Application)

(Reproduce “THE APPLICATION” on Contractor’s letterhead)

Leigh Primmer  
Procurement Office  
Prince George County  
6602 Courts Drive  
Prince George, Virginia 23875

RE: Application to Pre-qualify to Bid:  
Exit 45 Gateway Project

The undersigned Contractor, being familiar with the project descriptions outlined herein, hereby submits to Pre-qualify to Bid the Exit 45 Gateway Project, Prince George, Virginia, in accordance with the Pre-qualify To Bid Package.

The undersigned further certifies that additional research into this Contractor’s history and past work may be performed by Prince George 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 Exit 45 Gateway Construction.

Sincerely,

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(Authorized Signature of Contractor’s Representative)

**END OF CONTRACTOR’S APPLICATION TO PRE-QUALIFY**

**CONTRACTOR'S PREQUALIFICATION STATEMENT**

Construction of the  
**EXIT 45 GATEWAY PROJECT**  
For  
PRINCE GEORGE COUNTY.

Submitted to: Leigh Primmer  
Procurement Office  
Prince George County

Address: 6602 Courts Drive  
Prince George, Virginia 23875

Submitted by:

Name:

Address:

Phone #:

Fax #:

State Contractor's License #:

Class:

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.*

1. Organization

- A. How many years has your organization been in business as a 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's 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 site construction projects in excess of \$750,000 your organization has in progress, giving the name of the project, owner, architect, contract amount, percent complete, and scheduled completion date.

B. On a separate sheet, list all site construction projects in excess of \$750,000 your organization has completed in the past five (5) years, giving the name of the project, owner, architect, contract amount, date of completion, scope of work description, and list of items that were self-performed by the contractor. Clarify whether the project was completed on time and budget; if not, explain why it was not. Provide at least one 7"x5" photograph of the completed project.

C. On a separate sheet, list any site construction projects completed for Prince George County within the last 5 years, giving the name of the project, owner, architect, contract amount, date of completion, scope of work description, and list of items that were self-performed by the contractor. Clarify whether the project was completed on time and budget, if not, explain why it was not.

D. On a separate sheet, list site construction projects completed for the Virginia Department of Transportation within the last 5 years, giving the name of the project, owner, architect, contract amount, date of completion, scope of work description, and list of items that were self-performed by the contractor. Clarify whether the project was completed on time and budget, if not, explain why it was not.

E. On a separate sheet, list key personnel who are anticipated to comprise the management team for this project. Please include individual's name, project title, proposed project duties and a resume for each of these individuals.

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

2010-2011

2011-2012

2012-2013

3. Judgments

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 with Prince George County?
- B. If yes, provide details on any such instance.
- C. Has your firm been found to be in 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 (ten) 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 or 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: 1. Public

2. Private

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 and type required for this project. A statement from the surety in the enclosed format is sufficient.
- B. Name of bonding company:
- C. Name, address and phone number of agent:
- D. 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. Confidential and Propriety Information

\_\_\_\_\_ Please check here if contractor requests that all information submitted as part of the prequalification process shall be considered a trade secret or as proprietary information subject to the provision of subsection D of S 11-52, code of Virginia.

10. 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 \_\_\_\_\_,

200 \_\_\_\_.

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

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

\_\_\_\_\_  
Notary Seal:

**END OF CONTRACTOR'S PREQUALIFICATION STATEMENT**

Contractor's Prequalification Statement – D4

**SAMPLE BOND APPROVAL LETTER**

(Surety Company Letterhead)

(Date)

Leigh Primmer  
Procurement Officer  
Prince George County  
6602 Courts Drive  
Prince George, Virginia 23875

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

Dear Ms. Primmer:

XYZ Corporation has been a client of (Surety Company) for over 00 years. During that time, we have supported this firm in their pursuit of projects in \$00000 range and total programs 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 any questions.

Yours very truly,

Mr. Joe Smith  
Attorney-In-Fact  
(Surety Company)

