



## REQUEST FOR QUALIFICATIONS

City of Suffolk  
RFQ # 15020-JS  
September 9, 2014

Purchasing Division  
442 W. Washington Street, Room 1086  
Suffolk, VA 23434-5237  
P.O. Box 1858, Suffolk, VA 23439-1858  
Phone: (757) 514-7523/ Fax: (757) 514-7524  
<http://www.suffolkva.us/departments/purchasing-division/>

### REQUEST FOR QUALIFICATIONS (RFQs) FOR DESIGN-BUILD SERVICES FOR THE CITY OF SUFFOLK DOWNTOWN LIBRARY

**Due: 3:00 PM, OCTOBER 8, 2014**

Qualifications, subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown above (local prevailing time).

**Contract Officer:**

  
Jay Smigielski, CPPG Purchasing Agent, [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

***The Purchasing Agent, Jay Smigielski, is the Contract Officer for the City of Suffolk with respect to this RFQ. All questions and/or comments should be directed to him at this email address: [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us). The respondents to this RFQ shall not contact, either directly or indirectly, any other employee or agent of the City regarding this RFQ. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement.***

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

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **1 - GENERAL INFORMATION**

- 1.1 The City of Suffolk (Owner) is requesting Statements of Qualifications (SOQs) from interested general contractors, construction management companies, design-build teams, and/or architect-engineers firm that have experience in the design-build construction of libraries. From the responses received, the Owner intends to select a qualified Design Builder to provide design and construction services for the Downtown Library.
- 1.2 **Project Description:** As part of the City of Suffolk Downtown Master Plan, the City is planning construction of a new downtown library. The new library would be designed with wide ranging community input to develop a flexible and versatile community building that would accommodate shelves for approximately 100,000 volumes of library materials, lounge and study seating, meeting/conference/exhibit spaces of different sizes, shapes and capacities. It would include state of the art technology, (RFID, AMH, etc.) Internet access and dedicated space for early childhood literacy, teens, and local history/genealogy. There will be office/workroom space for approximately 35 FTEs (including Library Administration, Support Services, Outreach/Bookmobile services, etc.), an enclosed space for a 24 ft. bookmobile, a patron drive up window, and a food/beverage area. The exterior would be uniquely modern but still retain the character of the other municipal buildings downtown, such as the new Municipal Center. Exterior features to include enclosed reading garden and patio, pet friendly area, community garden and covered open air event space. The construction will include parking facilities storm water improvements and the demolition of the existing Morgan Library. The location is on Washington Street across from the new Municipal Center at the end of North Street. The City is also seeking to partner with an academic institution for a collaborative joint structure.
- 1.3 The Statement of Qualifications (SOQ) must be received by the Purchasing Agent, 442 W. Washington Street, Suffolk, VA 23434, not later than 3:00 pm on October 8, 2014.
- 1.4 Questions pertaining to the project or the selection process should be directed to Jay Smigielski at 757-514-7523, Monday through Friday between the hours of 8:30 am and 5:00 pm or email (preferred) at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us) . Questions must be received no later than five (5) business days preceding the date the Responses are due.
- 1.5 The Owner shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications (RFQ) will be in the form of an addendum, which will be posted on the City's website. [www.suffolkva.us/bids/](http://www.suffolkva.us/bids/)
- 1.6 The Owner reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQs received.
- 1.7 The Design Build services will be performed as a single contract with one entity identified as the Design Builder. Services will include all necessary activities to design

and construct the project including but not limited to: project planning, permits, fees, inspections, architecture, community input, engineering, and construction services to provide a complete, usable, and fully-operational facility.

- 1.9 The Design Builder will be selected using a two-step procurement method. This RFQ comprises Step I during which Respondents will submit Statements of Qualifications for the project. Upon completion of this Step I, the Owner's will publish a short-list composed of the top two to five ranked responses to the RFQ. Only those firms short-listed will receive the Request for Proposals (RFP) to be issued by the Owner. The selection of the Design Builder will be based upon those responsive and responsible Proposals received during Step II of the procurement process. It is the intent of the Owner to evaluate those proposals received and make a best-value selection, and enter into a design-build agreement.
- 1.10 The Design Builder will be an integral member of the Project Team, consisting of the Design Builder, representatives from the Owners, and other consultants as required. It will be the responsibility of the Design Builder to integrate the design and construction phases, utilizing skills and knowledge of design and general contracting, to provide design, code analysis, value engineering and constructability reviews, develop schedules; prepare detailed project construction estimates; study labor conditions; and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase. The Design Builder assumes design and construction risk and has direct authority over the sub consultants and subcontractors and be responsible for construction means and methods.

## **2 - ANTICIPATED SCOPE OF WORK**

- 2.1 After being selected, the Design Builder will execute a contract with the Owner's to provide design and construction services of the project including, but not limited to:
  - 2.1.1 Project Management and Administration through project leadership and overall team coordination.
  - 2.1.2 Interdisciplinary Coordination
  - 2.1.3 Review of Codes and Standards
  - 2.1.4 Test the Architectural Program
  - 2.1.5 Identify Opportunities for Economy
  - 2.1.6 Identify and Coordinate Facilities Tours
  - 2.1.7 Value analysis services, value engineering and offer cost savings suggestions and best value recommendations
  - 2.1.8 Project planning and scheduling, including public input (design charrettes, etc.) if needed.

- 2.1.9 Constructability studies and reviews
- 2.1.10 Construction cost models, estimates based on marketplace conditions, and cash flow development and analysis
- 2.1.11 Coordination of Contract and Construction Documents
- 2.1.12 Coordination with public and private utility providers to obtain all required services to the project.

### **3 - STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

3.1 Firms interested in providing design build services must submit a Statement of Qualifications (SOQ) that addresses the following seven evaluation criteria. Applicants shall organize their submissions in such a way as to follow the evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

#### 3.2 Qualifications Criteria

3.2.1 **Financial Ability:** The prospective design-build team must demonstrate sufficient financial ability to perform the contract by providing evidence (a letter from the surety) of the ability to acquire performance and payment bonds from a corporation included on the United States Treasury list of acceptable surety corporations in an amount not less than \$12.6 million (\$12,600,000.00). The offeror submitting the response to this RFQ must be the same entity providing the evidence of ability to be bonded and must be the same entity that will enter into a design-build agreement with the City of Suffolk.

3.2.2 **Experience** The prospective design-build team must demonstrate and provide evidence of appropriate experience for this project, for both the design and construction entities and their key personnel to be assigned to this project. Each project used as evidence of applicable experience shall be presented on separate sheet to include, but not limited to, a photo of the completed project, size of the facility, construction cost, date completed, major features, general contractor, architect of record, and owner of the facility with current contact information of a reference check.

##### 3.2.2.1 Experience of the Design-Build Entity

- a. Offeror's overall qualifications, capabilities, and experience as it relates to this project. Explain your understanding of, and experience with, the Design Build delivery method.
- b. The Design-Builder shall provide documentation on five design-build projects that best demonstrates their ability to perform this project and where the offeror was contracted directly with the project owner. A copy of the offeror's Virginia Department of Professional and Occupational Regulation (DPOR) contractor license shall be provided.
- c. The architectural firm shall provide documentation on five projects similar in scope as defined in the project description that best demonstrates their ability to perform this project. A copy of the firm's current DPOR professional registration shall be provided.
- d. For previous experience working together, include any project where the design-builder and lead design professional have previously worked together as a team on a design build project.
- e. Provide three referrals or references from other agencies and owners.

#### 3.2.2.2 Experience & Qualifications of other Team Members

- a. Experience and qualifications of the structural, mechanical, electrical, plumbing, HVAC, civil, and any specialty consulting firms participating in the design effort.
- b. Identify proposed subcontractors, and your method of subcontractor selection.
- c. Describe each firm's position within the team and role on this project.

#### 3.2.2.3 Key Personnel

- a. Design-Builder Project Manager: Qualifications, resume, and experience with design-build projects for the individual that will be responsible for the integration of the project team and design-build team leadership. The design-build project manager is the primary contact to the owner.
- b. Pre-construction Services Manager: Qualifications, resume, and experience with design-build projects for the individual that will perform the pre-construction services.
- c. Design-Construction Coordinator (Design Manager): Qualifications, resume, and experience with design-build projects for the individual on the construction side that will be responsible for coordinating design and construction efforts and the transition from the design phase to the construction phase.

- d. Designer of Record: Qualifications, resume, and experience with similar projects of the individual who is responsible for the design. A copy of the individual's current DPOR professional registration shall be provided.
- e. Construction Manager: Qualifications, resume, and experience with design build projects for the individual responsible to manage the design implementation and construction execution.

(Note: If one person is performing the role of more than one of these five key personnel functions, clearly state so.)

- f. Key personnel that are certified by the Design-Build Institute of America (DBIA) as a Designated Design-Build Professional are preferred. A copy of the current DBIA certification(s) shall be provided with SOQ.

#### 3.2.2.4 Project Understanding and Approach

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during design and construction.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe the work you anticipate self-performing, and the work you anticipate being performed by sub consultants/subcontractors.

#### 3.2.2.5 Approach to Project Management

- a. Describe your approach to change orders.
- b. Describe your planning, scheduling, estimating, and construction management tools.
- c. Describe your quality control plan.
- d. Describe your safety management.
- e. Describe your current workload and ability to proceed promptly.

- 3.2.3 Judgments: Has your firm or any officer, director, or owner thereof had a judgment(s) entered against him/her within the past ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management? If so, please explain.

- 3.2.4 Noncompliance: Has your firm been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body without good cause? If so, please explain.
- 3.2.5 Convictions: Has your firm, any officer, director, owner, project manager, procurement manager, or chief financial official thereof been convicted within the past ten years of a crime related to governmental or non-governmental construction or contracting? If so, please explain.
- 3.2.6 Debarment: Is your firm, any officer, director or owner thereof currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the federal government? If so, please explain.
- 3.2.7 Timely Response: Failure to respond to and provide the information requested in (3.2.1) through (3.2.6) above by the due date for responses to this RFQ shall be considered justification for denying pre-qualification for this project.

#### **4 - PROPRIETARY INFORMATION**

The request for protection of proprietary information must be provided prior to or upon submission of the material, identify the materials to be protected, and state the reasons why protection is necessary.

#### **5 - SUBMITTAL REQUIREMENTS**

- 5.1 The responses to this RFQ shall be limited to 40 pages, including this RFQ form, resumes, photographs, charts, etc. if desired. The response shall be in a bounded document with cover letter, and the response sequenced with tabs separating the seven pre-qualification criteria. This form should be the last section of the response.
- 5.2 Interested companies should submit the RFQ responses (one original and five copies) to the Purchasing Agent, 442 W. Washington Street, Suffolk, Virginia 23456, no later than 3:00 pm on October 8, 2014.
- 5.3 At least thirty days prior to the date established for submission of bids or proposals under the procurement of the contract for which the prequalification applies, the City shall advise in writing each offeror whether that offeror has been pre-qualified. In the event that the offeror is denied prequalification, the written notification shall state the reasons for the denial of prequalification and the factual basis of such reasons. Prequalified offerors that are not selected for the short list shall likewise be provided the reasons for such decisions. A decision by the City denying prequalification shall be final and conclusive unless the contractor appeals the decision as provided in section 2.2-4357 of the Code of Virginia.

End of the Request for Qualifications