



Request for Qualifications

City of Suffolk
RFQ #19088-JS
April 17, 2019
Purchasing Division
442 West Washington Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

Design-Build Services For Airport Maintenance Building and Site Preparation

Electronic proposals will be received at the office of the Purchasing Agent listed above, until the time and date shown below (local prevailing time), from interested contractors who will be providing Statements of Qualifications (SOQ's) for the work described herein. Offers should be sent by e-mail attachment to: proposals@suffolkva.us with the Request for Qualifications (RFQ) number and title in the subject line.

SCOPE OF WORK – The City of Suffolk has issued this Request for Qualifications (RFQ) for the sole purpose of obtaining qualifications from experienced firms to provide design-build services for the design and construction of the Suffolk Executive Airport Maintenance Building and Site Preparation.

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 her at this email address: 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. Any such unauthorized contact may disqualify the bidder from the procurement.

Statement of Qualifications are Due: 3:00 p.m., May 17, 2019

Contract Officer:


Jay Smigielski, Purchasing Agent CPPO, Assoc, DBIA, jsmigielski@suffolkva.us

****AN ELECTRONIC DOCUMENT SHALL BE PROVIDED****

OFFEROR:

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____

FAX No.: _____

E-mail: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

SOLICITATION DOCUMENTS

Statement of Qualifications documents are available on the Purchasing website: <http://apps.suffolkva.us/bids/> or on the Commonwealth's bid board (eVA), or at Demandstar.com. An e-mail request for the complete RFQ form may be sent to the Contract Officer listed on the front page.

Questions concerning this project must be in writing and addressed to the Contract Officer listed on the front page of this solicitation, and, should be received no later than five (5) business days preceding the date that the proposals are to be received. E-mail is the preferred method and will get a more timely response.

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

The City of Suffolk has determined that competitive sealed bidding is not practicable or fiscally advantageous for this project.

REQUEST FOR QUALIFICATIONS

Design-Build Services For Airport Maintenance Building and Site Preparation

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1.0 GENERAL INFORMATION

- A. The City of Suffolk (City) is requesting Statements of Qualifications (SOQ's) from interested general contractors, construction management companies, design-build teams, and/or architect/engineering firms that have experience in management, design, and construction of buildings. From the responses received, the City intends to select qualified teams to provide proposals related to the management, design and construction of an approximately 7200 square foot building to be located at the Suffolk Executive Airport facility.

All offerors shall have a licensed Class "A" Contractor and an Architect or Engineer registered in the Commonwealth of Virginia as part of the Project Team.

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 May 17, 2019.

B. Submission of Proposals

An electronic document shall be submitted by e-mail attachment to proposals@suffolkva.us with the RFQ number, title, and closing date in the subject line. Electronic copies (CD or thumb drive) may be delivered to the Purchasing Office, 442 West Washington Street, Room 1086, Suffolk, Virginia prior to the closure date shown, if desired. Documents should be saved as a .pdf document and should conserve disk space to allow transfers of data. **ZIP files cannot be accepted;** they do not work in the City's system. To receive confirmation of receipt of SOQ, send request to the contracting officer at jsmigielski@suffolkva.us. Do NOT send SOQ directly to contracting officer.

- C. 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 a.m. and 5:00 p.m. or via e-mail (preferred) at jsmigielski@suffolkva.us. Questions must be received no later than five (5) business days preceding the date the submittals are due.
- D. The City 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: <http://apps.suffolkva.us/bids/>
- E. The City reserves the right to reject any or all submittals, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ's received.
- F. The management, design, and construction services will be performed as a single contract with one entity identified as the Team. Services will include all necessary tasks/activities to manage, design, and construct the project, including but not limited to: project planning, permits, fees, inspections, bonding, engineering, and construction services to provide a complete, usable, and fully-operational public roadway to be dedicated to the City of Suffolk.

- G. A Team 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 City will publish a short-list composed of two (2) to five (5) ranked responses to the RFQ. Only those firms short-listed will receive the Request for Proposal (RFP) to be issued by the City. The selection of the Team will be based upon those responsive and responsible proposals received during Step II of the procurement process. It is the intent of the City to evaluate those proposals received and make a best-value selection, and enter into a management, design, and construction agreement.
- H. Functioning as an integral member of the project that will include representatives from the City of Suffolk and other consultants as required, it will be the responsibility of the awarded Team to integrate the management, 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 Team assumes design and construction risk and has direct authority over the subconsultants and subcontractors and is responsible for construction means and methods.
- I. At least thirty (30) 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.
- J. 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.

2.0 BACKGROUND

The City wishes to disassemble and remove the existing structure and construct and new building. The new building shall be a 40' x 180' x 12' structure built with wood columns, beams, trusses and girts covered with roll formed steel panels. The building shall be in full compliance with latest edition of the Virginia Uniform Building Code. The building will have one approximate 40' x 40' enclosed bay, 2 approximate 20' x 40' enclosed bays and 5 approximate 20' x 40' drive through bays with 10' clear openings in the front and the back. It will include two handicap accessible bathrooms, an office, and five 3' x 3' windows. Two windows and the south side, one in the exterior wall of the office and two in the back wall of the two 20' x 20' bays. Each enclosed bay will have one overhead door and one walk door.

A water line will be installed from the water meter to the new building. The run will be approximately 400' feet and will need to be bored under the taxiway.

3.0 ANTICIPATED SCOPE OF WORK

Provide all plant, labor, superintendence, materials, tools, equipment, supplies, incidentals, and other ancillary items necessary, for complete turnkey development of the airport maintenance building and site preparation to include design and construction of the building including, but not limited to:

- Provide all design, engineering, and planning related to the construction of the building and site preparation.
- Environmental studies and permits
- Any additional engineering studies, as needed
- Bonding and permitting, including any fees
- Provide documentation and manuals per specifications
- Provide a detailed Statement of Work (SOW) after the successful offeror has been selected, which will be included in the final contract.
- Provide coordination between the City, subcontractors and other stakeholders to assure a quality project, timely delivery, safe implementation and to ensure that all contractual and warranty commitments are fulfilled.

4.0 SUBMITTAL REQUIREMENTS AND SELECTION CRITERIA

A. General Submittal Information

Offerors interested in providing design-build services described herein must submit a Statement of Qualifications (SOQ) that addresses the following six (6) 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 company/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.

The responses to this RFQ shall be limited to forty (40) pages, including the RFQ Cover Page (Page 1), Signature Sheet (Page 11), resumes, photographs, charts, etc. Completed Cover Page should be the first page of the document, and the Signature Page should be the last page of the document.

B. Evaluation Qualifications Criteria

1. *Financial Responsibility*

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 \$500,000.00. 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.

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 sheets to include, but not limited to, a photo of the completed project, size of the structure, construction cost, date completed, major features, general contractor, architect/engineer of record, and owner of the facility with current contact information of a reference check.

a. *Experience of the Contracting Entity*

1. 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.
2. The Contractor shall provide documentation on three (3) 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.
3. The architectural/engineering firm shall provide documentation on three (3) 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.
4. 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.
5. Provide three (3) referrals or references from other agencies and/or owners.

b. *Experience and Qualifications of other Team Members*

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

c. Key Personnel

1. Project Team Manager: Qualifications, resume, and experience with design-build projects for the individual that will be responsible for the integration of the project team and contract team leadership. The contract project manager is the primary contact to the owner.
2. Pre-construction Services Manager: Qualifications, resume, and experience with design build projects for the individual that will perform the pre-construction services.
3. 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.
4. 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.
5. 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.)

d. Project Understanding and Approach to Task

1. Describe your understanding of the project.
2. Identify and discuss any potential problems during design and construction.
3. Identify and discuss methods to mitigate those problems.
4. Describe the work you anticipate self-performing, and the work

you anticipate being performed by subconsultants or subcontractors.

e. Approach to Project Management

1. Describe your approach to change orders.
2. Describe your planning, scheduling, estimating, and construction management tools.
3. Describe your quality control plan.
4. Describe your safety management.
5. Describe your current workload and ability to proceed promptly.

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.

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.

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.

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.

SIGNATURE SHEET

(Submit with SOQ)

My signature certifies that the Statement of Qualifications as submitted complies with all Terms and Conditions as set forth.

My signature certifies the understanding that the total project is for the design and construction of 1,585 linear feet of roadway estimated to cost approximately \$2.5 million for which the City of Suffolk will allocate \$800,000.

My signature also certifies that the accompanying SOQ is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Suffolk and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Suffolk, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Suffolk.

I hereby certify that I am authorized to sign as a Representative for the Firm/Company:

Complete Legal Name of Firm: _____

Address: _____

Federal ID No.: _____ Telephone No. _____ Fax No. _____

Name (type/print): _____ Title: _____

Signature: _____



DEPARTMENT OF ECONOMIC DEVELOPMENT
MEMORANDUM

To: Jay Smigielski, Purchasing Agent
From: Kevin Hughes, Director of Economic Development
Date: April 4, 2018
Re: RFQ- Design/Build Equipment Shelter at Suffolk Executive Airport

The Equipment Shelter at the Suffolk Executive Airport is beyond its useful life and poses a safety hazard. Funding has been appropriated to demolish and remove the existing structure and replace it with a new building. Underground utilities currently servicing Hangar 7 and the Fuel Farm are inadequate for present demands. The new maintenance building will place additional demands on the services therefore these services will be upgraded. Hangar 7 will have a separate electric meter. This project will be constructed to the specifications in the bid documents. The City will directly benefit from the elimination of double design costs, reduced project duration and a reduced total construction cost as the project will be awarded to the most cost effective design that meets the guide specifications. Competitive sealed bidding is not practical or fiscally advantageous. Additionally, airport employee Bob Warwick, a Licensed Professional Engineer, will oversee the construction process. This will be a design-build contract awarded on in accordance with the City of Suffolk §2.-648 and the Virginia Public Procurement Act.