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**JAMES CITY COUNTY, VIRGINIA  
REQUEST FOR QUALIFICATIONS  
11-4388**

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**Title:** PRE-QUALIFICATION—BUILDING RETROFIT  
CONTRACTORS FOR HOUSING AND COMMUNITY  
DEVELOPMENT OFFICE PROJECTS

**Issue Date:** February 10, 2011

**Initial Due Date:** March 17, 2011, 2PM, local time at the Purchasing Office  
Current round of pre-qualification valid until March 16, 2012.

**Submit:** **NOTE: Attachment A updated May 27, 2011 to better  
gather reference and certification information.**

**PLEASE RETURN UPDATED ATTACHMENT A.**

Attachment A via email to [sluton@james-city.va.us](mailto:sluton@james-city.va.us) or FAX to  
757-253-6649 ATTN: Stephanie or deliver/mail to above address

**Inquiries:** Stephanie Luton, CPPO, VCO  
Purchasing/Management Services Director  
Email: sluton@james-city.va.us  
Phone (757) 253-6649

**All questions for initial due date shall be received NO LATER  
THAN 5:00 PM, March 10, 2011.**

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This public body does not discriminate against faith-based organizations.

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**JAMES CITY COUNTY  
REQUEST FOR QUALIFICATIONS 11-4388**

**PRE-QUALIFICATION-- BUILDING RETROFIT CONTRACTORS FOR HOUSING  
AND COMMUNITY DEVELOPMENT OFFICE PROJECTS**

**I. PURPOSE AND PROJECT DESCRIPTION**

The purpose of this Request for Qualifications (RFQ) is to establish a list of qualified contractors eligible to participate in bids for building retrofits for various Housing and Community Development Office projects. Most of these projects are grant funded and are bid on an as-needed basis.

Currently, James City County is preparing to carry out the following grant projects:

- Forest Heights Neighborhood Improvement Project using Virginia Community Improvement Grant Funds.
- Climate Showcase Communities Grant using Environmental Protection Agency Grant Funds.
- Energy Efficiency Community Block Grant using Department of Mines, Minerals, and Energy Grant Funds.

These projects each have individual grant requirements that may limit a contractor's ability to bid on certain projects because of items such as specialized training (ex: Lead Safe Work Practices) required by the individual grant requirements. A list will be maintained of pre-qualified contractors and their training and licensing so the Housing and Community Development Office can determine which jobs pre-qualified contractors are eligible to bid. Some of the grant programs cap the number of contractors that may bid on an individual job. Contractors should be aware that some grant programs require that wages paid meet Davis-Bacon Act requirements. All individual grant requirements and policies shall apply to bids released using this pre-qualified list.

In the implementation of these projects, the following job types may be available: Housing Rehabilitation and Construction, Demolition, Energy Efficiency Retrofits, Lead Based Paint inspections, and Energy Audits. Subcontracts may be available in the following areas: Plumbing, Electrical, HVAC, Roofing and Siding.

No guarantee or warranty is given or implied by James City County as to the total amount of work that will result from being on the pre-qualified list. The County reserves the right to determine the projects that utilize the pre-qualified list.

A two step procurement procedure will be used for selection of the pre-qualified firms and subsequent bids that utilize the pre-qualified list.

**Step One** - Includes the submission and evaluation of qualification statements, without pricing, to determine those prospective firms with the capabilities and experience that meet the requirements of this solicitation.

**Step Two** - Includes the evaluation of bids submitted by firms pre-qualified from Step One. If a firm is not pre-qualified in Step One, the firm will not be allowed to submit a bid on projects that use the pre-qualified list. Firms pre-qualified from Step One will be listed as pre-qualified to provide bids for subsequent projects bid using the pre-qualified list. Only pre-qualified firms will be eligible to submit bids to provide the construction services for these projects. The County reserves the right to negotiate with the lowest responsive and responsible bidder for these projects if bids exceed available funds unless grant requirements for a specific project prohibit this practice.

**Note:** The resulting contracts for construction work shall include all terms and conditions of this RFQ and the individual IFB, subsequent addenda issued against this RFQ and/or IFB and the submittals in response to this document and the IFB from the successful bidder.

The County shall not be liable for any costs incurred with the preparation and submission of qualification material.

The pre-qualification status shall be good for one year. The initial due date is for contractors who seek to be pre-qualified for the first round of bids which is scheduled to be released in early May. A contractor must achieve pre-qualified status at least 30 days before a bid release date in order to be eligible to bid. The County shall make every effort to reach a decision on a pre-qualification application within 10 days of receiving the application. Contractors who submit their qualifications after the initial due date of March 17, 2011 and are determined to be pre-qualified will be eligible to bid on subsequent rounds of bids. This current pre-qualification round is good until 5pm, March 16, 2012. Contractors may submit their qualifications at any time until this expiration date. Contractors may update their qualifications at any time before the expiration date. This solicitation and any related addenda shall be posted on the County's Purchasing website.

## **II. INTERPRETATIONS AND ADDENDA**

No oral explanation in regard to the meaning of the Request for Qualifications (RFQ) document will be made, and no oral instructions will be given before the submission date for this RFQ. Discrepancies, omissions, or doubts as to the meaning of the RFQ document shall be communicated in writing the Purchasing Office for interpretation. Prospective Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their proposal. Any interpretation will be made in the form of an Addendum to the RFQ, which will be posted on the County's Purchasing website and should be acknowledged in the offeror's proposal.

## **III. SUBMITTALS**

Offerors shall submit Statement of Qualifications using Attachment A, "Statement of Qualifications." **Return the signed Cover Sheet and the signed and completed Statement of Qualifications and required attachments to the Purchasing Office.** Submit Attachment A Statement of Qualifications to the Purchasing Office by the date and time indicated on the Cover Sheet. No other distribution of qualifications should be

made by the firm.

Qualifications submissions which are incomplete or lack key information may be rejected by the County at its discretion. The County reserves the right to request additional or clarifying information as necessary. Failure to submit requested information in a timely manner may result in a denial of pre-qualification.

Qualifications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

Qualifications should be as thorough and detailed as possible so the County may properly evaluate the firm's capabilities to provide the required services. Qualified firms must be able to substantiate their experience, knowledge and ability to complete the work. The experience of subcontractors and other suppliers to the firm may not be used to meet project experience requirements.

All Qualifications information supplied shall be the most current and up-to-date data that is available. If a firm experiences a substantial change in its financial condition or personnel after the submission of the Qualifications and prior to the completion of Step Two as described in Section I above, the firm shall notify the Purchasing Office of the change in writing at the time the change occurs. Failure to notify the Purchasing Director of any substantial change in financial condition or personnel may constitute grounds to rescind pre-qualification status.

Any firm knowingly making a material misrepresentation in submitting Qualification information may be denied pre-qualification.

All materials submitted under this RFQ will become the property of the County and will not be returned.

#### **IV. EVALUATION CRITERIA**

**Financial:** The firm must have sufficient financial ability to perform the required services as described in this solicitation. The firm shall have the required types and levels of insurance as listed in this solicitation.

**Experience and Qualifications:**

1. The firm shall be properly licensed to performance the required services. The individual/firm shall have been in business as a general contractor with related construction experience for at least one year and shall not have been declared in default on any construction contract within that time.

Equivalent or comparable experience may be considered at the County's sole discretion. This experience shall be sufficiently similar so that the County may conclude that the firm are familiar with and capable of handling the proposed projects.

Based on the information provided and reference checks, the firm has the qualifications, expertise, resources, availability, experience, and equipment required for this project.

**Judgments, Substantial Non-Compliance, Convictions and Debarment:**

A firm may be denied pre-qualification if the County finds any of the following.

Judgments: The firm or any officer, director or owner thereof has had judgments entered against him 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;

Substantial Noncompliance: The firm has been in substantial noncompliance with the terms and conditions of prior construction contracts with the County or other public body without good cause. If the County has not contracted with the firm in any prior construction contracts, the County may deny pre-qualification if the firm has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. If the County intends to deny pre-qualification based on substantial noncompliance, it shall obtain written documentation as required by law.

Conviction: The firm or any officer, director, owner, project manager/foreman, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ 2.2-4367 et seq.) of this chapter, (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) Chapter 4.2 (§ 59.1-68.6 et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or another state;

Debarment: The firm or any officer, director or owner thereof is 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.

**Timely Submission of Information:**

The firm shall provide information to the County relevant to the items contained in this Section V "Evaluation Criteria" in a timely manner. Failure to provide the information in a timely manner is cause for denial of prequalification.

**V. EVALUATION PROCESS**

At the designated time and date, Purchasing Office staff will open the Statement of Qualifications for evaluation. This is not a public opening. Qualifications statements that are responsive will be forwarded to the Evaluation Committee. Submissions that do not conform to the requirements of **Section IV. Submittals**, may be considered non-responsive. Submissions determined to be non-responsive shall not be considered any further.

The Evaluation Committee will evaluate the Qualifications based on the criteria listed in **Section V. Evaluation Criteria**, above. The Evaluation Committee may request clarification of information presented in the Statement of Qualifications.

Project contacts and references listed in Attachment A may be contacted with the information supplied in the Statement of Qualifications. The relationship of the reference to the firm will be established and the title of the reference recorded. Any reference indicating the firm failed to perform, was difficult to work with, made unreasonable claims, or staffed the project with poorly qualified personnel may be basis for denial of pre-qualification. References may be questioned about the following:

- Firm's overall performance;
- Any problems that developed while performing;
- Firm's organization;
- How well the firm cooperated;
- Problems with work passing inspections or acceptance tests;
- Adherence to the Contract Documents and the specified materials and equipment;
- Adherence to established schedule; and
- Quality and performance of firm's personnel, subcontractors and/or its agents.

Each firm will be notified in writing of the results of the evaluation and the reasons for denial if applicable. A determination by the County that a firm is not qualified and shall not be listed as a pre-qualified bidder shall be considered final and conclusive unless the firm appeals the decision as provided by law. Denial of pre-qualification shall not be the basis for any monetary claim against the County or any of its agents or employees.

#### **VI. POLICY REGARDING CONTACT AFTER QUALIFICATIONS SUBMITTAL**

After the date and time established for receipt of Statement of Qualifications by the County, any contact, in regard to this solicitation initiated by any firm submitting Statement of Qualifications with any County official, other than the Purchasing Office is expressly prohibited.

#### **VII. INSURANCE REQUIREMENTS**

See Attachment B.

#### **VIII. GENERAL TERMS AND CONDITIONS**

This solicitation is subject to the County's General Terms and Conditions, included here as Attachment C. In the event of a conflict in terms, the order of precedence shall be individual grant requirements, this RFQ and then Attachment C.

**REVISED MAY 27, 2011-ATTACHMENT A**

**JAMES CITY COUNTY  
REQUEST FOR QUALIFICATIONS #11-4388**

**PRE-QUALIFICATION-- BUILDING RETROFIT  
CONTRACTORS FOR HOUSING AND COMMUNITY  
DEVELOPMENT OFFICE PROJECTS**

**STATEMENT  
OF QUALIFICATIONS**

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# CONTRACTOR'S STATEMENT OF QUALIFICATIONS

## I. Proprietary Information and General Information

PROPRIETARY INFORMATION      YES ( )    NO ( )    **PLEASE CHECK ONE**

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.1-340 et seq.) is set forth below. (Additional sheet may be added if necessary.)

**PLEASE LIST ALL ITEMS DEEMED PROPRIETARY AND INDICATE THE REASON(S) FOR PROTECTION FOR EACH ITEM LISTED.**

### 1. General Company Information

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

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

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

(Check appropriate box.)

Sole owner. Name: \_\_\_\_\_

Partnership. List names of partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corporation.

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Number of years in business under present name: \_\_\_\_\_

**General Information (continued)**

Contractor License # \_\_\_\_\_

IRS # (SSN#) \_\_\_\_\_

State Corporation Commission ID: \_\_\_\_\_

Trade(s) normally performed by company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of trade and office personnel currently employed:

Trade employees: \_\_\_\_\_ Office employees: \_\_\_\_\_

Have you ever operated under another name(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes - Other name(s):

Number of years in business under this name:

**II. Financial Information and Insurance**

1. What is the maximum dollar value of work the company is capable of handling at one time?
2. List your Experience Modification Rate for workers compensation for the past three (3) years.
3. **ATTACH** a copy of your Certificate of Insurance documenting the types and amounts of coverage listed in Attachment B.
4. Provide a list of 3 Material Suppliers to include current contact information and amount of credit available.

**Material Supplier 1 Firm Name:** \_\_\_\_\_ Available Credit: \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Material Supplier 2 Firm Name:** \_\_\_\_\_ Available Credit: \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Material Supplier 3 Firm Name:** \_\_\_\_\_ **Available Credit:** \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

5. **List bank reference** \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **III. Judgments and Bankruptcy**

1. In the last ten (10) years, has your organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction?

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

If yes, please on a separate attachment, state the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

2. Has your firm or any principal of the firm ever declared bankruptcy?

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

If yes, provide the date and associated details.

### **IV. Litigation**

Has your firm or any member been involved in any litigation or arbitration within the last ten (10) years as a result of construction contracts, including but not limited to liens, defective performance, or workmanship? If yes, provide the following information for each case (attach additional sheets as necessary):

1. Style or caption of litigation or arbitration:
2. All parties to such proceedings:
3. Names, Addresses, and Telephone Number of Attorneys for each party:
4. Date Litigation Started:
5. Status and Disposition of Case:

6. Provide an explanation of each claim by and against each party (attach additional sheets as necessary).

## V. Convictions and Debarment

If you answer yes to any of the following, please on a separate attachment, state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. In the last ten (10) years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:
- a. ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. ever been found guilty on charges relating to conflicts of interest?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - d. ever been convicted: (i) under Va. Code Section 2.2-4367 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); or (v) of violating any substantially similar federal law or law of another state?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## VI. Compliance

If you answer yes to any of the following, please on a separate attachment give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and phone numbers of persons who might be contacted for additional information.

1. Has your organization:
- a. ever been terminated on a contract for cause?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. within the last five (5) years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has your organization, in the last three (3) years, received a final order for willful and/or repeated

violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?

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

3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?

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

## VII. Experience and Training

### 1. Safety Information

Does the company have a written safety program? \_\_\_\_\_ Yes \_\_\_\_\_ No

Use your OSHA Form 200 to complete the following table.

	20____	20____	20____
Total Number of Workers' Compensation Claims			
Number of Lost Time Workers' Comp. Claims			
Number of Accident Liability Claims			
Number of Fatalities			

### 2. Project Information

List current, ongoing projects with approximate dollar value and estimated completion date.

Project	Amount	Completion Date

Has the company failed to complete any work assigned to it during the past 5 years?

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

If yes, explain:

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Provide a list of 3 recent (within last 3years) project references to include current contact information.

**Project Reference 1 Firm Name:** \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Brief Description of work:

**Project Reference 2 Firm Name:** \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Brief Description of work:

**Project Reference 3 Firm Name:** \_\_\_\_\_

Person to contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Brief Description of work:

3. **Subcontractors:** Attach a list of sub-contractors used in the last 3 years whom we may contact as references.

**Firm Name/Contact** \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_

Specialty \_\_\_\_\_

License # \_\_\_\_\_ Insurance Provider \_\_\_\_\_

**Firm Name/Contact** \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_

Specialty \_\_\_\_\_

License # \_\_\_\_\_ Insurance Provider \_\_\_\_\_

**Firm Name/Contact** \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_

Specialty \_\_\_\_\_

License # \_\_\_\_\_ Insurance Provider \_\_\_\_\_

**Firm Name/Contact** \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address \_\_\_\_\_

Specialty \_\_\_\_\_

License # \_\_\_\_\_ Insurance Provider \_\_\_\_\_

**4. Briefly describe how your firm's experience qualifies your firm for this job.**

**5. List any relevant specialized certification or training the firm and its employees possess AND PROVIDE COPIES OF LICENSES AND/OR CERTIFICATIONS.** Examples may include individuals with Lead Safe Work Practices training, firms with EPA Certification in "Renovation, Repair and Painting", individuals with EPA Certified Renovator status, individuals with Building Performance Institute certifications such as Building Analyst or firm certification as a Disadvantaged Business Enterprise (DBE) or Small, Woman-owned and Minority-owned business (SWaM).

**VIII. Signatures**

In compliance with this Request for Qualifications and subject to all the conditions thereof, the undersigned warrants that all information in the submittal is accurate and correct and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this Request for Qualifications and is authorized to contract on behalf of the firm named below. It is understood that this qualification may be modified by mutual agreement in subsequent negotiations. By signing this solicitation, the undersigned certifies that this firm is properly licensed for providing the goods/services specified.

The Undersigned further certifies that he/she and the firm are the only person (persons) interested in said project and that it is made without connection with other persons submitting a proposal on the same scope of services; that the proposal is made without collusion, fraud, or reservation; that no official or employee of the Owner is directly or indirectly interested in said proposal, or any portion thereof.

The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

\_\_\_\_\_  
(name of entity submitting this Statement of Qualifications)

By: Name of Signer (print) \_\_\_\_\_

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

Title: \_\_\_\_\_

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

**Notary**

State of \_\_\_\_\_  
County/City of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
201 \_\_\_\_.

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

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

Notary Seal:

Attachments:

- 1. Additional information, if any, provided under Sections II, III, IV, V, VI and VII