

Contractor Prequalification Documents
Petersburg Public Library Construction

INVITATION TO PREQUALIFY

The Petersburg Library Foundation is seeking General Contractors to pre-qualify to submit construction bids for the new Petersburg Public Library. Prequalification responses will be received until January 15, 2010. Prequalification documents can be obtained from www.plf-giving.org.

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INVITATION TO PREQUALIFY

To: Prospective General Contractors

Subject: Prequalification to Bid:

Issued by: Mr. Bob Walker
Chairman
Petersburg Public Library Foundations
137 S. Sycamore Street
Petersburg, Virginia 23803

PETERSBURG PUBLIC LIBRARY CONSTRUCTION

General Contractors interested in submitting construction bids for **PETERSBURG PUBLIC LIBRARY CONSTRUCTION** are invited to Pre-qualify to Bid in accordance with the Prequalification Procedure established in the Prequalification documents.

Prequalification responses will be received at the address listed above until 2:00 p.m. local time, January 15, 2010. Proposals shall be bound and placed in a sealed envelope clearly marked with the title "Qualifications Proposal, Petersburg Public Library Construction".

Project Description:

PETERSBURG PUBLIC LIBRARY CONSTRUCTION: The Petersburg Library Foundation plans to construct a new Library at the intersection of Washington Street and Market Street in Petersburg, Virginia. The facility will be two stories plus a basement occupying approximately 56,492 GSF. The site is approximate 3 acres. The building program includes library spaces, offices, gallery, café, large meeting rooms, auditorium, and a partial basement. The Contractor will follow LEED 2.2 NC requirements to achieve a LEED "Silver" building. The two story building will be constructed with a slab on grade, elevated slab and basement, steel frame, masonry veneer, metal stud backup, and a low slope roof.

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

The following information is to be submitted as part of the proposal.

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PREQUALIFICATION PROCEDURE
PETERSBURG PUBLIC LIBRARY CONSTRUCTION
Petersburg, Virginia

A. Purpose

1. The Petersburg Public Library is being built by the Petersburg Library Foundation (Foundation), a private non-profit 501(c)3 entity.
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 the Petersburg Library Foundation 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 Prequalify To Bid.

B. Application

1. General Contractors wishing to Prequalify To Bid must submit their "Application" in the following form:
 - a. Application to Prequalify To Bid.
 - b. Contractor's Qualification Statement and Questionnaire.
 - c. Contractor's informational or marketing brochure, if available.
2. Six (6) 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.
5. Application shall be submitted prior to the deadline for Submittals as described in the Invitation to Prequalify to Bid.
6. Applications that are incomplete or illegible, for any reason, will be considered informal and may be rejected at the discretion of the Petersburg Library Foundation. Determination of the completeness of the applications will be at the sole discretion of the Foundation.
7. The Foundation 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 the Foundation and/or its representative may research the information provided and contact entities associated with such information, at its discretion.

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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 placed on the web site www.plf-giving.org. It is the Contractor's responsibility to obtain all addenda.
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 the Foundation 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 the Foundation and/or its representatives.
3. Perception of the Contractor's qualification to perform will be based on the evaluation of:
 - a. Experience
 - I. Successful completion of the appropriate portions of work for similar projects of new and/or renovated library, institutional, or cultural facilities in excess of \$8,000,000 construction value.
 - II. Successful completion of at least 3 similar size projects.
 - III. Successful completion of Projects of similar complexity.
 - IV. Experience of key members of the Contractor's staff assigned to the Projects demonstrated by submitting resumes.
 - V. Quality of workmanship and performance in past projects.
 - VII. Demonstrated experience in projects require LEED certification. Detailed knowledge of the process and requirements of LEED projects.
 - VIII. Sufficient bonding capacity for this project to demonstrate financial qualifications.
 - b. Project Management
 - I. Management of System Proposed.
 - II. Quality Control System Proposed.
 - III. Success of Management Systems of past projects.

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IV. Safety Management System Proposed.

- c. Past Performance
 - I. Past experience with institutional project in the Richmond/Petersburg area.
 - II. Past experience with Public 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 Prequalify the Contractor.

E. Notification of Eligibility for Bidding

- 1. All Contractors submitting an Application will be notified of the Foundation's decision.
- 2. Only those Contractors determined to be qualified will be Prequalified to Bid.
- 3. Evaluations will be confidential.
- 4. The Owner may deny Prequalification based in part on the following:
 - a. The Contractor does not have sufficient financial ability to perform the contract.
 - b. The Contractor does not have the appropriate experience to perform the contract or has not demonstrated Past Performance and Experience qualifications.
 - 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

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- 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 Foundation will be final and conclusive. The Foundation reserves the right to reject any or all proposals if it deems, at its sole discretion, do not meet the requirements. The decision to qualify or disqualify contractors is final and is not subject to appeal.

END OF PREQUALIFICATION PROCEDURE

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CONTRACTOR'S APPLICATION TO PREQUALIFY TO BID

(The Application)

(Reproduce "THE APPLICATION" on Contractor's letterhead)

Mr. Bob Walker
Chairman
Petersburg Public Library Foundation
137 S. Sycamore Street
Petersburg, Virginia 23803

RE: Application to Pre-qualify to Bid:
Petersburg Public Library Construction

The undersigned Contractor, being familiar with the project descriptions outlined herein, hereby submits to Prequalify To Bid for the Petersburg Public Library, Petersburg, Virginia.

The undersigned further certifies that additional research into this Contractor's history and past work may be performed by the Foundation 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 Petersburg Public Library Construction.

Sincerely,

(Authorized Signature of Contractor's Representative)

END OF CONTRACTOR'S APPLICATION TO PREQUALIFY

**CONTRACTOR'S PREQUALIFICATION STATEMENT
PETERSBURG PUBLIC LIBRARY CONSTRUCTION**

Petersburg, Virginia

Submitted to: Mr. Bob Walker
Chairman
Petersburg Public Library Foundation
137 S. Sycamore Street
Petersburg, Virginia 23803

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.

I. 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:

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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 construction projects in excess of \$8,000,000 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 construction projects in excess of \$8,000,000 your organization has completed in the past five (5) years, giving the name of the project, owner, architect, contract amount, and date of completion.

C. On a separate sheet, list key personnel who are anticipated to comprise the management team for this project. Please include general duties and a resume for each of these individuals.

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

2005-2006

2006-2007

2007-2008

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.

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4. Contract Compliance

- A. Has your firm been found to be in substantial non-compliance with the terms and conditions of prior construction contracts?
- 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:

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.

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B. Name of bonding company:

Name, address and phone number of agent:

C. 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.

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

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SAMPLE

(Surety Company Letterhead)

(Date)

Mr. Bob Walker
Chairman
Petersburg Public Library Foundation
137 S. Sycamore Street
Petersburg, Virginia 23803

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

Dear Mr. Walker:

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)