



THIS SOLICITATION CONTAINS 8 PAGES

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I. STATEMENT OF INTEREST & QUALIFICATIONS PROCESS

- A. The Statement of Interest & Qualifications (SIQ) Process is a 2-step competitive negotiation process. The Statement of Interest & Qualifications will be evaluated based on the information submitted and any other relevant information. This evaluation will be conducted by a committee established by the University. The committee will rank the firms based on the overall merit of the information submitted and any other relevant information.
- B. The committee will select between two and five Offerors deemed suitable for the project to proceed to step 2.
- C. Step 2. A Request for Proposals will be issued to the selected firms, which will be given the opportunity to submit proposals.
- D. Statement of Interest & Qualifications and Proposals should be as thorough and detailed as possible so that VCU may properly evaluate your capabilities to provide the required goods/services. Offerors should submit all the information requested in Section III, Experience and Qualifications.
- E. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the SIQ and RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342 F. of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. **The outside of the SIQ must be marked to denote proprietary information is contained in the documents. The written notice must: 1) be submitted as an attachment to the Offeror's SIQ; 2) specifically identify the applicable portions of the Offeror's SIQ that contains data or materials to be protected (e.g. Tab 4, pages 1 through 3); and state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's SIQ by some distinct method, such as highlighting, underlining, etc. The classification of an entire SIQ document, as proprietary or trade secrets is not acceptable and may result in rejection of the document.**

II. PROJECT DESCRIPTION

This narrative describes proposed work that will be required by the Contractor/CM as part of this project. The actual construction documents, which will be used in negotiating the Guaranteed Maximum Price (GMP), may vary from these descriptions.

The principles of sustainable design will guide every aspect of this project. Design and construction strategies will be utilized to minimize the impact on the site. The efficient use and recycling of resources will be promoted throughout construction to reduce construction material waste stream volume. The project will pursue a minimum Silver level of certification through the Leadership in Energy & Environmental Design (LEED) Green Building Rating

System as established by the United States Green Building Council (USBGC).

The location of the building is at the center of the Academic Core District of the Monroe Park Campus, proximate to the Dining Center, the Library, the Student Commons and several other major academic buildings. The site is bounded by Linden Street to the east, Floyd Avenue to the south, Harrison Street to the west and an alley to the north. The building site is also adjacent to the neighboring Fan historic district and the new building shares the site with the existing VCU Meeting Center, which will remain. Various other smaller buildings on site will be demolished to make way for this project.

The project is a four story, 102,000 SF building. The four story mass of the building forms an L-shape addressing the corner of Floyd and Linden Streets. The western wing of the building is a one-and-a-half story auditorium volume that completes a U-shape for the ground floor plan and forms an exterior courtyard in the center of the block. The Schematic design elevations express a base, middle and a top. The base is articulated by a stone accent material. Canopies further define the base and engage the building at the street level. The middle of the building is envisioned as a richly-textured “hand-molded” type face brick field with punched window openings. The top is a story of metal panels and windows with a small shading cornice. This top floor steps back approximately 10 feet at north and south elevation the Floyd Avenue wing to reduce the apparent mass of the building. The building has a flat membrane roof.

The project is designed to serve as a general classroom facility in support of undergraduate education at VCU. It will also house and consolidate the administrative and faculty offices of two academic units of the University, the School of Social Work and the Department of English. The mix of classrooms includes one 400-seat lecture hall, one 200-seat classroom, three 150-seat classrooms and five 80-seat classrooms

The listed scope/areas above are approximate and are subject to change.

The anticipated construction cost and total project cost are as follows:

Construction	\$ 32,922,000
Total	\$ 44,042,000

The University anticipates that phased bid packages may be utilized to expedite completion of the building; demolition, site work, foundations, etc. The Contractor/CM will work with the university and architects to determine the scope and schedule for such bid packages.

III. EXPERIENCE AND QUALIFICATIONS

Submit the following information:

- A. **One (1) original and seven (7) copies** of the SIQ must be submitted to the address on the cover sheet of this SIQ. The SIQ #3236322CA must be clearly marked on the outside of your SIQ package.
- B. The SIQ cover sheet and all addenda acknowledgments, if any, must be submitted, signed and filled out as required.

C. General Company/Organization Overview

1. The headquarters location of the organization (including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) and clear identification of the location of the organization's local or regional office (if different from the headquarters location, including physical address, mailing address, telephone number, facsimile number and main e-mail address or web site address) to be used in delivering the requested CM services to be provided on the Project.
2. The name and direct telephone number (including extension), pager number, cellular telephone number and direct e-mail address of the highest ranking individual within the organization that will have oversight responsibility for the organization's involvement with the Project.
3. A listing of the current total number of employees of the overall organization, including a breakdown of the number of headquarters location personnel and a breakdown of the number of personnel employed at the local or regional office that will be used in delivering the services to be provided on the Project. Provide a chart that depicts the above respective quantities (represented as the average number of employees over a twelve (12) month period) of personnel for each of the last five (5) years (i.e., a five-year chart for the overall organization, a five-year chart for the headquarters location and a five-year chart for the local or regional office that will be used in delivering the requested CM services on the Project).
4. The number of years that the organization has been providing services similar to those requested by this CM SIQ, including a delineation of this information for both the headquarters location and the local or regional office that will be used in delivering the requested CM services on the Project.
5. The annual dollar volume of workload for each of the last five (5) years for the overall organization, the headquarters location and for the local or regional office that will be used in delivering the requested CM services on the Project.
6. A listing of the organization's current major Projects (each of greater than \$5M in contract value) workload, expressed on a dollar volume basis, for the overall organization and for the local or regional office that will be used in delivering the services to be provided on the Project, along with the anticipated completion dates for those major Projects. If a local or regional office will have primary responsibility for delivering the requested CM services on the Project, include a description of that office's major Projects (greater than \$5 million in contracted value) currently in progress and their anticipated completion dates, along with a client contact that may be contacted by VCU. (CM's backlog of work) Contractor shall also clearly state method of delivery – CM@Risk, Design-Build, Design-Bid-Build – for all listed projects.
7. A letter from the organization's surety company listing the organization's current single Project and total Projects bonding capacity, including such information for the local or regional office that will be used in delivering the

services to be provided on the Project, if the local or regional office is separately bonded.

8. A brief narrative describing the firm's historical business thrusts, i. e., types of Projects typically pursued, a brief summary of clients for which services similar to those being requested on the Project have been provided, etc.
9. Offeror's experience in construction utilizing Sustainable Design and methods.
10. Demonstrated experience with construction of university classroom and office facilities located on a very constrained urban site in proximity to educational facilities where concern for exposure to contaminants (dust, noise, etc.) that might be generated by construction is an issue.
11. Demonstrated experience of firm to construct a similar facility and firm's ability to complete a similar scope project on time/within budget.
12. Experience with Commonwealth of Virginia construction projects and the *Construction and Professional Services Manual*.

C. CM TEAM

1. Provide a description of the duties and responsibilities of all key Project team members including, but not limited to, the following: Project Executive/Principal-in-Charge, Project Manager, Superintendent, Safety Manager, Quality Assurance Manager, Chief Estimator, Scheduling Manager, etc.
2. RESUMES OF CM TEAM PERSONNEL
 - a. Provide a complete set of resumes of all key proposed Contractor team members. For each individual, each resume should clearly state the following:
 - Title (Principal, Project Manager, Superintendent, Safety Manager, etc.).
 - Number of years of experience in the construction industry.
 - Number of years (tenure) with the Offeror's organization.
 - A summary of post-secondary education, including the name(s) of the 4-year institution(s) from which the individual graduated and the year(s) of graduation.
 - A summary of any post-secondary education training outside of a 4-year college or university curriculum.
 - A listing of professional registrations, including registration numbers

and dates the respective registrations were first obtained, per state, along with any certifications relevant to the individual's proposed function on the General Classroom Building .

- A list of any professional/trade organization affiliations and associations in which the individual actively participates.
- A listing of relevant Project experience, including, for each respective Project, the name of the client (if confidential, designate accordingly), city/state in which the Project was located, a brief description of the responsibility/responsibilities held, a brief narrative of the work produced directly by the individual on the Project and the dates of assignment to each respective Project. If project experience was with another Contractor, indicate that fact. The other Contractor's name need not be stated.
- A list of client references that can be contacted with current phone numbers and/or e-mail addresses to obtain an assessment of the individual's competencies and capabilities versus the position(s) for which the individual is proposed to serve on the General Classroom Building .

3. PREVIOUS PROJECT EXPERIENCE PROFILES

Provide a description of at least two (2) Projects **completed** within the past eight (8) years with a similar size, scope, cost and complexity to the General Classroom Building. Each Project should include the following minimum information:

- Project name.
- Client (i. e., company/corporate) name.
- Project location (address, city, state).
- Name, title, address, telephone number, fax number and e-mail address of the client's representative most responsible for directing the affairs of the Contractor's team on the Project.
- Type of facility. Indicate whether project was completed on schedule.
- Size of the facility in terms of square footage and number of floors. If the Project involved an addition to, or a renovation of, an existing facility, describe only the size of the addition or renovation – not the size of the total facility. Describe the type of structural demolition, build out, etc.
- Method of Delivery: CM@Risk, Design-Build, Design-Bid-Build.
- Total Project cost (design, construction, general conditions and all "soft"

costs). If this type of information is treated by the client as confidential, then state as such. Indicate whether or not the project was completed within the project budget.

- The dollar-per-square-foot value of the completed facility represented in terms of total installed cost (TIC) divided by the gross square footage of the finished constructed facility.
- The Architect/Engineer for the Project, including the name, address, telephone number, fax number, pager or cellular telephone number and e-mail address of the Architect/Engineer firm's Principal-in-Charge or Project Manager.
- The identity of the Contractor's office (headquarters, regional, local) location that primarily delivered the Project.
- The names of the following individuals with the Offeror's organization assigned to the Project:
 - (1) Project Executive (ranking person assigned to the Project).
 - (2) Project Manager (if different from the Project Executive).
 - (3) Project Superintendent.
 - (4) Project Safety Manager.
 - (5) Project Quality Manager.
 - (6) Project Scheduling Manager.
 - (7) Project Chief Estimator.
- List of major Subcontractors used on the Project.

The above information may be represented as a Gantt chart showing the activities listed above. Depict any overlaps in the above activities clearly.

- A description of the complete range of Contractor services that were provided, including a description of the approach, philosophies, etc. employed on the Project. If pre-construction services were provided, include a detailed description of the specific functions and tasks undertaken and completed during pre-construction.
- A description of the specific and unique constraints and challenges encountered during the course of the Project and how those items were resolved.
- The percentage of minority participation on the construction team, inclusive

of all Subcontractors involved, on the Project.

- Utilization of Sustainable Construction methods and materials and Project's LEED Certification status.
- A list of lessons learned on the Project and how subsequent Projects implemented improvements resulting from those lessons.

4. CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for one hundred and twenty thousand dollars (\$120,000) or more, or if the total value of all such contracts undertaken by the offeror within any 12-month period is seven hundred and fifty thousand dollars (\$750,000) or more, the offeror is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR". If such a contract is for seventy-five hundred dollars (\$7,500) or more but less than one hundred and twenty thousand dollars (\$120,000), or if the total value of all such contracts undertaken by offeror within any 12-month period is between one hundred and fifty thousand dollars (\$150,000) and seven hundred and fifty thousand dollars (\$750,000), the offeror is required to be licensed as a "CLASS B CONTRACTOR". If such a contract is for one thousand dollars (\$1,000) or more but less than seventy-five hundred dollars (\$7,500), or if the contractor does less than \$150,000 in business in a 12-month period, the offeror is required to be licensed as a "CLASS C CONTRACTOR". The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The offeror shall place on the outside of the envelope containing the proposal and shall place in the proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____
 Specialty: _____
 Licensed Class B Virginia Contractor No. _____
 Specialty: _____
 Licensed Class C Virginia Contractor No. _____
 Specialty: _____

If the offeror shall fail to provide this information on his proposal or on the envelope containing the proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of proposals, he shall be deemed to be in violation of Section 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

If an offeror shall fail to obtain the required license prior to submission of his proposal, the proposal shall not be considered.