



City of Richmond Procurement Services
900 East Broad Street, Room 1104
Richmond, Virginia 23219-6131
(804) 646-5716

Request for Qualifications Number: J11011-1
Title: Library Technology Upgrades & Facility Renovations Program – Phase II Projects
Date: August 11, 2010
Receipt Date: September 2, 2010 at 3:30 p.m. ET
Receipt Location: 900 E. Broad Street, Room 1104

This Request for Qualifications is to establish a list of qualified applicants eligible to prepare and submit bids for general contracting construction services for the Library Technology Upgrades and Facility Renovation Program – Phase II projects.

SEALED QUALIFICATION STATEMENTS, subject to the Conditions stated herein, WILL BE RECEIVED IN ROOM 1104 of the City Hall, 900 E. Broad Street, Richmond, VA, UNTIL BUT NO LATER THAN, 3:30 p.m. ET, **Thursday, September 2, 2010** and this Request for Qualifications will be closed at 3:30 p.m. ET on **Thursday, September 2, 2010**. The City of Richmond does not accept late submissions. Qualification Statements received after the date and time established will not be accepted.

The undersigned warrants that all information in the submittal is accurate and correct. The offeror is required to advise of any changes in the submitted information on a timely basis. Failure to provide notification may result in removal from further consideration.

PROCUREMENT SERVICES,

A handwritten signature in dark ink, appearing to read "Oscar Knott".

Oscar Knott, VCO
Contract Specialist
804-646-7499

RESPECTFULLY SUBMITTED

☐

Data submitted in this Qualification Statement contains proprietary or trade information as defined in section 74-5 of the Code of the City of Richmond.

Company _____

Name (Please Print) _____

By (Signature) _____

Title _____ Date _____

E-mail _____

Federal I. D. No. _____

Disclaimer:

Information obtained on the City's website is provided solely as a convenience to potential bidders and offerors and such bidders and offerors assume all risks associated with using this site. Prior to downloading a bid/proposal document, please email your Business Name, Contact Person, Address, Phone number, Fax Number and the Project Name to the Contract Specialist associated with the referenced project.

In the case of a discrepancy between information on this site and the original, hard copy document, the original, hardcopy document shall prevail. Further, by downloading the bid/proposal documents from the City's website, you agree that you are responsible for obtaining any addenda that may be issued. Failure to acknowledge receipt of all addenda may result in rejection of your bid as non-responsive.

**CITY OF RICHMOND, VIRGINIA
DEPARTMENT OF PROCUREMENT SERVICES**

**SECTION I
PROCEDURAL REQUIREMENTS**

1.1 Purpose of Request for Qualifications

1.1.1 **Generally.** The purpose of this Request for Qualifications is to establish a list of highly qualified applicants eligible to prepare and submit bids for the construction work on the Library Technology Upgrades & Facility Renovations Program – Phase II Projects.

1.1.2 **Two-Step Process.** The City will employ a two-step procurement procedure for selection and award of a contract for these construction services, as follows:

Step One - includes the submission and evaluation of Qualification Statements, without pricing, to determine those prospective contractors with capabilities and programs that meet the minimum requirements for this project.

Step Two - includes the evaluation of bids submitted by contractors prequalified in Step One. If your company is not prequalified in Step One, you will not be allowed to submit a bid on this project. The City will award contract(s) based on evaluation of bids received from selected prequalified contractors. The City will make the award to the lowest responsive, responsible bidder.

1.1.3 **No Liability for Costs.** The City shall not be liable for any costs incurred by the applicant or any other party in connection with the preparation or submission of Qualification Statements or related material.

1.2 Project Description

1.2.1 **General.** The projects include facility interior upgrades/renovations at the Belmont Branch and Hull Street Branch Libraries. Construction services shall include all prime, subcontractor, and supplier services necessary to provide complete turnkey management and delivery of the project. Typical areas of construction work will include, but are not limited to demolition, metal stud partitions, doors/frames/hardware, bathrooms, interior architectural finishes, mechanical, electrical, plumbing, and fire protection. Technology equipment and library furniture/fixtures will be purchased and installed by the City.

This project description is general and by no means a complete description of the required work. The actual construction requirements will be found in the Contract Documents.

1.2.2 **Licenses Required.** The resulting contract will require a that the contractor possess a valid Class A Contractor's License issued by the Virginia Board for Contractors pursuant to Title 54.1, Chapter 11 of the Code of Virginia. The applicant's failure to demonstrate that it possesses any licenses required by this Request for Qualifications shall constitute sufficient justification for a denial of

prequalification on the grounds that such applicant does not have appropriate experience to perform the construction project in question.

1.2.3 Estimated Project Value. The Estimated Cost for the Belmont Branch Library Project is between \$500,000 and \$700,000. The Estimated Cost for the Hull Street Branch Library Project is between \$300,000 and \$500,000.00.

1.3 Explanations or Interpretations

1.3.1 Obtaining Explanations. If any applicant is in doubt as to the true meaning of any part of the Request for Qualifications, applicant should submit a request for an interpretation thereof to the City no later than seven days before the date set for receipt of Qualification Statements. An interpretation will be made as appropriate and may be addressed by addendum duly issued to each applicant known to have received this Request for Qualifications package. Oral explanations or interpretations of solicitation documents shall not be binding upon the City unless and until reduced to written form by an official addendum.

1.3.2 Applicant's Responsibility. If the Request for Qualifications is obtained through the City's website, it is the responsibility of the applicant to notify Procurement Services of receipt of same. Copies of addenda may be picked up at the Procurement Services office or downloaded from the website. Failure of any applicant to receive any such addenda shall not relieve said applicant from any obligation under his application as submitted. All addenda issued shall become a part of the Request for Qualifications documents and any subsequent contract.

1.4 Plans and Specifications

To assist in planning and preparation of Qualification Statements, preliminary contract plans and specifications are available for viewing in the Procurement Office. After evaluation, qualified contractors will be notified when complete bidding plans and specifications are available for purchase or pick up.

1.5 Misrepresentation

1.5.1 General. If any applicant knowingly makes a material misrepresentation in submitting information to the City, such misrepresentation shall constitute sufficient justification for rescinding the applicant's prequalification to bid on this project on the grounds that such applicant failed to provide to the City in a timely manner any information requested by the City relevant to this Request for Qualifications.

1.5.2 M/ESB Participation. By issuing this Request for Qualifications, the City intends that MBE / ESB participation proposed as part of any Qualification Statement in response hereto be binding on such applicant if and when awarded a contract. Consequently, any applicant falsely representing proposed M/ESB participation, or failing to comply with proposed participation, may be in **breach of contract**. Upon determination of a breach, the City shall have all available remedies for breach of contract.

1.6 Rejection or Cancellation of Qualification Statements

The City may cancel this Request for Qualifications as deemed in the best interest of the City. The City of Richmond reserves the right to reject any and all Qualification Statements.

1.7 **Term of Qualification Statement**

The Request for Qualifications shall be valid for one year beyond the date set for receipt of Qualification Statements. The City may, in an emergency as authorized by the Director of Procurement Services, call upon the prequalified contractors to bid on future work of similar or related work.

1.8 **Good Faith M/ESB Participation Commitment**

1.8.1 Policy. It is the policy of the City of Richmond to increase the number of Minority Business Enterprises and Emerging Small Businesses (M/ESBs) who participate meaningfully in all City construction contracts. To this end, the City encourages all prime contractors to use good faith efforts to increase the participation of M/ESB subcontractors to the highest level that is reasonably achievable for any particular field of contracting.

1.8.2 Meaning of “Good Faith Efforts.” Good faith efforts include, but are not limited to, (i) meeting the M/ESB participation goal set for the project, (ii) a joint venture arrangement or mentor/protégé relationships, or (iii) any verifiable efforts that contribute to the growth and development of M/ESBs in the construction industry, or (iv) make sure subcontractors use good faith efforts in lower tier subcontracting.

1.8.3 Requirements. The applicant shall provide documentation that demonstrates evidence of its good faith efforts. Ways to document evidence of good faith efforts include:

- a) Describe efforts to target identified divisions of work identified in the bid specifications.
- b) Explain why those divisions of work were not suitable for subcontracting.
- c) Attend the pre-bid meeting.
- d) Send or fax letters to all M/ESBs at the prequalification meeting as well as those on the list provided by staff not less than 7 days prior to the Qualification Statement deadline.
- e) Provide a telephone log of follow-up phone calls made to M/ESBs concerning the project, including dates and times of calls, names of individuals placing and receiving calls and results of the calls.
- f) Provide a written statement indicating good faith negotiations with any competitive M/ESB bids and specifically identify the M/ESBs.
- g) Include a complete list of all M/ESB bids received, noting name, address and bid amount.
- h) Provide all reasons for rejected bids.
- i) State whether any bonding requirement was waived and, if not, why.

In completing the M/ESB-1:RFQ form, please remember that proposed goals are not limited to first, second and third tier subcontracting. Successful prime contractors have also applied creatively viable methods such as mentor/protégé relationships and supply purchases to meet M/ESB participation goals. The prime contractor is responsible for ensuring that M/ESBs perform commercially useful work at the level of the contract commitment.

1.8.4 Effect of M/ESB on Prequalification and Bid Evaluation. Pursuant to section 74-

50(g)(8) of the Code of the City of Richmond, an applicant that fails to make or propose to make good faith minority business enterprise and emerging small business participation efforts or to receive a score of at least 50% of the possible M/ESB participation efforts percentage points shall not be prequalified to bid on or receive the contract. Pursuant to section 74-58 of the Code of the City of Richmond, a bidder's showing that it can and will comply with its proposed commitments to M/ESB participation efforts and a bidder's past performance with regard to its M/ESB participation efforts shall be considered in determining the lowest responsive and responsible bidder on any contract for which the City uses this Request for Qualifications to prequalify bidders; consequently, a bidder's failure to show that it can and will fulfill its M/ESB commitments or failure to fulfill past M/ESB commitments may result in that bidder's bid being deemed non-responsive.

1.8.5 Project Goal. The City continues to incorporate inclusive procurement diversity practices into an economic policy. As such, the staff takes special care to identify M/ESBs within the context of the nature and scope of each project and to assess potential M/ESB availability in Richmond's geographic market area. After careful review of the project requirements and the availability of potential contractors, the proposed goal for the **Library Technology Upgrades & Facility Renovations Program – Phase II** Projects is **15%**.

The goal established for this project may be changed prior to award of a contract as deemed in the best interest of the City.

1.8.6 Assistance in Meeting Goals. The MBE Office will work to support the efforts of all firms seeking to meet the City's goals for MBE/ESB participation. A listing of minority owned and emerging small businesses in the Richmond Statistical Metropolitan Area (SMA) is available on the City's website (RichmondGov.com). Contact the Procurement Office or MBE Office if you have any questions or comments regarding the proposed minority participation for the Library Technology Upgrades & Facility Renovations Program – Phase II Projects.

1.9 Closing Date

Qualification Statements must be received at the Department of Procurement Services no later than **Thursday, September 2, 2010 at 3:30 p.m. ET.** The City of Richmond does not accept late Qualification Statements. Qualification Statements received after the established time and date will be returned unopened at the applicant's expense.

1.10 Return of Qualification Statement

All Qualification Statements submitted under this solicitation will become the property of the City of Richmond and will not be returned. However, if any portion of the proposal is marked "proprietary," is highlighted and otherwise meets the requirements of section 74-5 of the Code of the City of Richmond, the City will return such portion after award of contract if the applicant so requests.

1.11 Proprietary Information.

Pursuant to section 74-5(f) of the Code of the City of Richmond, trade secrets or proprietary information submitted by an applicant in connection with a prequalification application shall not be subject to public

disclosure under the Virginia Freedom of Information Act if the applicant (i) invokes the protections of section 74-5(f) (or Va. Code § 2.2-4342(F)) prior to or upon submission of the data or other materials, (ii) identifies the data or other materials to be protected and (iii) states the reasons why protection is necessary.

SECTION II QUALIFICATION STATEMENT SUBMITTAL PROCEDURE

2.1 Submission

All applicants must submit an *original (marked as such) and seven (7) copies* of their Qualification Statements signed by the applicant's contractually binding authority. Failure to comply with the submission requirements may result in rejection of the Qualification Statement.

A. All Qualification Statements must be submitted in a sealed container with a label on the outside showing the following information:

1. Qualification Statement for: **Library Technology Upgrades and Facility Renovations Program – Phase II Projects**
2. Name of Applicant
3. Address of Applicant
4. RFQ number: **J11011-1**
5. Receipt and Closing Date: **Thursday, September 2, 2010 at 3:30 p.m. ET**

B. All Qualification Statements must include a transmittal letter that includes the following:

1. Full name and address of organization. If organization is a subsidiary, or affiliate of another organization, include the name and address of each parent or affiliate organization.
2. Legal domicile and structure (i.e. corporation, partnership, proprietorship, joint venture, etc.), of your organization.
3. Years of operation under present firm or trade name. If the firm has been in existence less than 5 years, provide previous history, if any.
4. Name, telephone number, fax number, e-mail address and mailing address of contact person for submittal.

C. All Qualification Statements must be addressed and delivered by the date and time specified on the cover to:

Oscar Knott, VCO, Contract Specialist
City of Richmond
Department of Procurement Services
900 E. Broad Street, Room 1104
Richmond, Virginia 23219

2.2 **Qualifications Statement Format**

The Qualification Statement must be typed, bound, and presented in sections separated by tabs as described in the paragraphs that follow. Pages in the submittal must be consecutively numbered. To be considered substantive and responsive, the Qualification Statement must address all requirements of this RFQ. **Information supplied must be current and up-to-date.** Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the Qualification Statement. If the applicant supplies publications in response to a requirement, the response must include a reference to the document number and page number to provide a quick reference for the evaluation committee. Documents not providing this reference will be considered to have no reference included in the additional documents. The Qualification Statement must include all the information defined below and be organized as follows:

A. Management Qualifications, Experience and References. The firm's organization, management and planning ability must reflect at least ten years experience for the key personnel on similar type work and in similar capacity as proposed for this project. The proposed project team must be defined. If a firm does not propose an organization/team meeting the minimum experience and qualifications criteria, prequalification may be denied based on section 74-50(g)(7) with regard to section 74-50(g)(2).

1. Provide a brief overview of the company including the history of firm; ownership; and key personnel assigned to this project (include years of experience in present position and any relevant previous experience). Provide a minimum of three project-related references for each of the key personnel listed. All references listed may be contacted and questioned about the person's overall capabilities; any problems that developed during performance; organization; quality and performance of applicant's personnel. Poor references will have a negative impact on the points your firm receives in this area.
2. Provide a description of the proposed project team for this project. Indicate the previous projects on which the team has worked and related responsibilities of each member. The proposed team will be reviewed for strength of experience.
3. Provide evidence that the firm has the financial capability to undertake a project of this scope and magnitude. Acceptable evidence includes financial statements or records, asset to liability ratios or similar documentation.

B. General and Specific Project Experience (type of work covered under this RFQ). This area requests the firm's past experience and performance on library or similar projects that involve the specific elements required in this project especially experience on similar renovation type projects. All references listed may be contacted concerning information provided and applicant to confirm contacts and telephone numbers are current. Each reference may be questioned about the applicant's overall performance; any problems that developed while performing; firm's organization and management ability; cooperation; problems with the construction job; adherence to the established schedule; quality and performance of personnel, subcontractors or agents. The relationship of the reference to the applicant will be established and the title of the reference recorded. Poor references will have a negative impact on the points your firm receives in this area.

1. Provide a list of all projects of similar nature that the firm has completed during the past five (5) years or currently has progress. With each project please include nature of work; owner of project; owner representative (with telephone number), project number, contract value and completion date. If specific experience is limited, provide a list of all projects, regardless of nature, completed during the past five (5) years, which will demonstrate the ability of your firm to manage a project of this nature, size and complexity.
2. For each project listed, define the firm's role (prime contractor, subcontractor (tier), supplier, etc.) in performing the work. Provide the dollar value of the contract or subcontract received for that role.
3. Provide a list of the types of services that will be handled by the company and a list of services that will be subcontracted on this project.
4. Accessibility – Unless specifically prohibited by other regulations, the Evaluation Committee will review the company organization to determine how accessible the firm and its team will be to City personnel.
5. Safety Plan – Provide a general plan for insuring that safe practices will be followed during the performance of the project. The safety plan should address procedures for accidents, hazardous communication program, training programs, fall protection, first aid/CPR training. If needed, a more stringent plan may be required under the Invitation for Bid.
6. Provide a summary description of the project management system(s) used by the firm for cost management/control, planning/scheduling and quality assurance/control.

C. Experience working with Local Government – Provide a simple list of projects undertaken for the City of Richmond or other local governing agencies within the past (5) years.

D. Bonding Capabilities – In this section, provide an answer to the following question: *Is your firm capable of obtaining bonding for a job of this size?* A letter from a surety included on the United States Treasury list of acceptable surety corporations expressing capacity to bond this project must be included. ***A certificate indicating bonding limits only is not acceptable. Failure to indicate bonding capability will indicate your firm CANNOT be bonded, and your firm will be removed from consideration.***

E. Status of Current and History of Past Litigation - Provide information on **any** litigation the firm or any officer, director, owner, project manager, procurement manager or chief financial official is currently involved in or has been involved in during the past ten (10) years. Include all litigation naming the City of Richmond as a litigant. Provide a statement indicating resolution and date, if known. Include any judgments entered against the contractor or any officer, director or owner thereof for breach of contract or crimes relating to construction contracts. This category applies to the current organization and any predecessor entities. If none of the preceding applies, provide certification that the firm and its officer, director, owner, project manager, procurement manager or chief financial official have not been involved in any litigation. **Failure to include litigation history will result in removal from further consideration.**

F. Minority Business Enterprise and Emerging Small Business Participation –

Under this item, provide evidence of past good faith efforts. This documentation may include past good faith efforts on non-City projects as well as documentation provided by other organizations of localities on the contractor's behalf. Under this section you are also required to submit an M/ESB utilization plan for this project. There are two components to the M/ESB utilization plan. First, you must provide a statement consistent with the City's proposed goal for this project that includes the percentage of the project you intend to subcontract and the percentage and dollar amount you propose to subcontract to M/ESB firms. If you are proposing a goal different from the City's proposed goal, you must provide a statement regarding the reason for doing so. That statement must be accompanied by a demonstration of your Good Faith Effort to achieve reasonable M/ESB participation on this project (See Section 1.5 of this RFQ). The City reserves the right to accept or reject any proposed goals. **If your proposed goal is less than 50% of the goal proposed by the City for this project, you will be deemed unqualified.** However, in configuring your proposed goal for M/ESB, please note that you will be awarded points for undertaking proven business development strategies as an element of this project. If you have a bona fide joint venture with an M/ESB, are legitimately mentoring an M/ESB, covering the bond for an M/ESB or providing apprenticeship opportunities, you will receive additional points toward reaching the City's proposed goal. It is also important to note that firms intentionally proposing M/ESB utilization goals designed to simply meet the 50% threshold will be scrutinized extremely closely. All forms must be signed and accompany the Qualification Statement.

The apparent low bidder must provide all information relative to the M/ESB utilization plan, which will be verified by the Office of Minority Business Enterprise prior to contract execution.

Up to 30 pre-qualification points will be awarded to those applications demonstrating a commitment to inclusion on this project.

Include in this tab: M/ESB-1:RFQ Minority Participation Commitment and Past Good Faith Efforts form.

G. Supplemental Information - Under this item include any additional information the applicant wishes to submit (including the availability of equipment necessary to perform this scope of work) for consideration for qualification. This information should be typed or clearly printed in an organized, concise manner.

SECTION III EVALUATION PROCESS

3.1 **Opening of the Qualification Statements** - At the designated time and date, Procurement Services will open and list the Qualification Statements for the record. This is not a public opening. Qualification Statements, if responsive, will then be forwarded to the using agency to initiate a review.

Qualification Statements that fail to conform to the initial requirements of the Qualifications Statement may be considered non-responsive and prequalification may be denied based on section 74-50(g). The City reserves the right to request additional information that does not have a material effect on the Qualification Statement to assist in evaluating the Qualification Statement. Failure to respond by the time designated may result in removal from further consideration.

3.2 **Evaluation** - During the evaluation phase, Qualification Statements will be reviewed by an Evaluation Committee to ascertain which Qualification Statements address the requirements of the RFQ, and to prepare analysis papers to document the adequacy of the Qualification Statement. The Evaluation Committee will use information presented in the Qualification Statement to score firms in accordance with criteria stated elsewhere in this RFQ.

a. The Evaluation Committee may request clarification on specific matters presented in the proposal. Assertions and representations made during the RFQ process, including any clarifications, will become part of any resultant contract.

b. A determination by the Evaluation Committee that an applicant is not qualified to respond to an Invitation for Bids shall be final and conclusive unless the applicant timely appeals the decision pursuant to City procurement law.

c. Typically, a firm exceeding 70% of the available points will be deemed technically capable of performing the work as described unless the contractor fails to achieve the 50% threshold required on the M/ESB proposal. Prequalification may be denied to any contractor only if the Evaluation Committee finds the existence of one of the conditions listed in City procurement law.

3.3 **Criteria for Evaluation**

Areas of Evaluation Weight

(A)	Management Qualifications, Experience and References	25%
(B)	General and Specific Experience working on projects of similar size and nature	30%
(C)	Safety Plan	5%
(D)	Experience working with Local Governments	5%
(E)	Status of Current and History of Past Litigation	5%
(F)	Past and Proposed Good Faith Minority Participation	<u>30%</u>
Total		100%

3.4 **Notification.**

At least thirty (30) calendar days prior to the date established for submission of bids or proposals under the procurement of the contract for which this prequalification applies, the City shall advise in writing each applicant which submitted a Qualification Statement whether that applicant has been prequalified. In the event that an applicant is denied prequalification, the written notification to such applicant shall state the reasons for such denial of prequalification and the factual basis of such reasons. A decision by the City denying prequalification shall be final and conclusive unless the applicant appeals the decision as provided by Code of the City of Richmond.



MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS PARTICIPATION COMMITMENT FOR PREQUALIFICATION

PROJECT NAME NO.

MBE/ESB PROJECT GOAL
ESTABLISHED
BY THE CITY OF RICHMOND

☐ YES I, _____ shall commit to _____ % MBE/ESB participation through:
Authorized Company Officer

_____ % FIRST, SECOND and/or THIRD TIER SUBCONTRACTING

_____ % SUPPLY PURCHASES

_____ % JOINT VENTURES

_____ % MENTOR-PROTEGE

_____ % OTHER CREDIBLY VIABLE METHODS

I understand that this commitment obligates my firm to a substantial good faith effort to achieve the proposed MBE/ESB participation. Our proposal may earn up to 30 prequalification points under PROPOSED GOOD FAITH MINORITY PARTICIPATION EFFORTS. We further commit to reporting MBE/ESB utilization on a monthly basis using the City's MBE/ESB-3 form.

1. **IF YOU ARE PREQUALIFIED:** It is not necessary to include another **MBE/ESB-1 RFQ** form in the bid. The **MBE/ESB-1 RFQ** form submitted during the RFQ process stands as your firm's record of proposed MBE/ESB participation.

2. **IF YOU ARE THE SUCCESSFUL BIDDER:** You must submit the **MBE/ESB-2** form to report a **credible list** of legitimate MBE/ESB subcontractors, suppliers, and/or written statements of mentor/protege or joint venture arrangement within five (5) business days to the Department of Procurement Services. Upon receipt of the **MBE/ESB-2** form, the Office of Minority Business Enterprise will approve "Good Faith Efforts" and/or verify MBE/ESB participation before full contract execution.

☐ NO I, _____ do not wish to earn up to 30 prequalification points for proposed MBE/ESB participation.
Authorized Company Officer

I acknowledge that my declaration will forfeit the opportunity to earn up to 30 prequalification points, and shall directly impact the level of responsiveness of this application and shall become a matter of record. (*Explanation for declaration is encouraged but not required*).

MINORITY BUSINESS ENTERPRISE

EMERGING SMALL BUSINESS

A business at least 51% of which is owned and controlled or 51% minority-owned and operated by minority group members or, in case of a stock corporation, at least 51% of the stock which is owned and controlled by minority group members. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American, or American Indian.

A business that (1) has been certified by the Office of Minority Business Enterprise for a period of seven years or less, (2) has annual gross receipts for each of its three fiscal years preceding application for certification of \$500,000 or less if engaged in the construction business or of \$250,000 or less if engaged in a non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.

THE UNDERSIGNED HEREBY CERTIFIES THAT S/HE HAS READ THE TERMS OF THIS COMMITMENT AND IS AUTHORIZED TO SEND THE BIDDER TO THE COMMITMENT HEREIN SET FORTH

1. **FIRST, SECOND, AND/OR THIRD-TIER SUBCONTRACTING** – The scope of work that is initially contracted by the prime contractor to a subcontractor is considered 1st-tier subcontracting. If that subcontractor further subcontracts all or a portion of the work, it becomes 2nd-tier subcontracting. Likewise, if the 2nd-tier subcontractor decides to subcontract a portion of the work, it is 3rd-tier subcontracting. The prime contractor will receive credit for 100% of the dollar value of the 1st, 2nd, 3rd-tier subcontracting for MBE/ESB participation.
2. **SUPPLY PURCHASES** – The prime contractor will receive credit for 75% of the dollar value of supplies purchased from an MBE/ESB.
3. **JOINT VENTURE** – An arranged partnership of the MBE/ESB and one or more other firms to carry out a single, for-profit project, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the MBE/ESB is responsible for a distinct, clearly defined scope of work and whose share of the capital contributions, control, management, risks, and profits of the joint venture are commensurate with its ownership interest. **MBE/ESB credit for legitimate joint ventures will be five (5) points toward the satisfaction of the MBE/ESB goal for a specified project.**
4. **MENTOR/PROTÉGÉ** – An arrangement based on a written development plan, approved by the City, which clearly sets forth the objectives of the parties and their respective roles, the duration of the arrangement and the services and resources to be provided by the mentor to the protégé. **MBE/ESB credit for a legitimate mentor/protégé arrangement will be four (4) points toward the satisfaction of the MBE/ESB goal for a specified project.**
5. **OTHER CREDIBLY VIABLE METHODS – BLANKET BONDING** - the prime contractor covers the bonding requirement for the subcontractor. **MBE/ESB credit for Blanket Bonding will be two (2) points toward the satisfaction of the MBE/ESB goal for a specified project.**

Apprenticeship - An apprentice that is bound to work for another for a designated amount of time in return for instruction in a trade or business. **MBE/ESB credit for Apprenticeship will be one (1) point toward the satisfaction of the MBE/ESB goal for a specified project.**
6. **MINORITY BUSINESS ENTERPRISE (MBE)** – A business at least 51% of which is owned and controlled or 51% operated by minority group members or, in case of a stock corporation, at least 51% of the stock, which is owned and controlled by minority group members. Minority group members are citizens of the United States who are African American, Hispanic American, Asian American and American Indian.
7. **EMERGING SMALL BUSINESS (ESB)** – A business that (1) has been certified by the Office of Minority Business Enterprise (MBE) for a period of seven years or less, (2) has annual gross receipts for each of its three fiscal years preceding application for certification of \$500,000 or less if engaged in the construction business or of \$250,000 or less if engaged in non-construction business, (3) has fewer than ten employees, (4) is not a subsidiary of another business and does not belong to a group of businesses owned and controlled by the same individuals, (5) has its principal place of business within the City of Richmond Enterprise Zone, (6) possesses a City business license, and (7) pays personal property, real estate, and business taxes to the City of Richmond.



THE UNDERSIGNED HEREBY CERTIFIES THAT S/HE HAS READ THE TERMS OF THIS COMMITMENT AND IS AUTHORIZED TO BIND THE BIDDER TO THE COMMITMENT HEREIN SET FORTH.

SIGNATURE OF AUTHORIZED OFFICIAL	DATE
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