

FOR
OLD DOMINION UNIVERSITY
REQUEST FOR QUALIFICATIONS (RFQ)
SEALED - RFQ #11-221-0019-DAY

Title: REQUEST FOR CONSTRUCTION MANAGEMENT QUALIFICATION STATEMENTS FOR THE NEW ARTS BUILDING

Issue Date: November 22, 2010

Due Date and Time: **January 4, 2011, NO LATER THAN 4:00 p.m. LOCAL TIME** (mailed or hand delivered to the Issuing Agency)

Pre-Submittal Conference: **Pre-Submittal Conference – December 1, 2010, 10:00 a.m., James/Lynnhaven River Rooms in the Old Dominion University Webb Center**

Commodity Code: 90900

Issuing Agency: Old Dominion University
Materiel Management, Suite 111
4401 Powhatan Avenue
Norfolk, Virginia 23529-0308

All inquiries for information regarding this Request for Qualifications should be directed to:

Mr. Dwayne A. Young,
At the address above, or
email: dyoung@odu.edu,
Tel: 757-683-5106 FAX: 757-683-5108

Old Dominion University is seeking to pre-qualify Contractors for Construction Manager-Construction Phase Only to construct the New Arts Building Project, as described in the attached RFQ document. In general, the minimum qualification criteria for interested Construction Managers is as follows: Minimum Bonding Capacity: \$7.7 million; Type: Construction of new 39,000 gsf building which includes instructional classrooms, offices, administration, and service functions; Job Site Access: Dense urban location surrounded by public streets; site is between the corners of 46th & 47th Streets on Monarch Way; Height and Physical Size: One building, three stories in height; approximately 39,000 gsf in size.

In order to receive consideration Construction Manager's Submittals must be received by the Issuing Agency, at the address above, **no later than 4:00 p.m. local time**, Tuesday, January 4, 2011. **Submittals time-stamped 4:01p.m. or later will be late and will not be accepted.**

The entrance to the Department of Materiel Management and the reception area for receipt and time-stamping of Submittals is on the north side of the Facilities Management Building at 4401 Powhatan Avenue. This entrance is immediately adjacent to the parking lot on the north side of the building. Persons delivering Submittals should use this side entrance, which is marked "Materiel Management", **NOT** the entrance to the building which fronts Powhatan Avenue. Respondents are advised that parking near the entrance to Material Management is limited. Additional parking is located on the south side of the building in adjacent golf course parking. Respondents should allow adequate time to find parking prior to the closing time of the RFQ.

Contractors shall submit one (1) original signed in BLUE INK, and six (6) copies for a total of seven (7) bound sets (no 3-ring binders) to include the following:

1. This completed and signed cover sheet.
2. Signed acknowledgement copies of all addenda.
2. Submittal materials as described in Section II.J. of this RFQ.

Name and Address of Firm:	Date: _____
_____	By: _____
_____	Signature
_____	Name: _____
	(Typed or Printed Name and Title)
	Phone #: _____
FEI/FIN #: _____	Fax #: _____
	E-mail address: _____

**REQUEST FOR QUALIFICATIONS
NEW ARTS BUILDING
RFQ 11-221-0019-DAY**

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I. OVERVIEW

A. Background.

Old Dominion University (the Owner) wishes to retain the services of a Construction Management firm (CM), to provide construction services with a guaranteed maximum price (GMP) for Construction Phase-Only (CM-CPO) services. The Owner intends to issue 100% construction drawings under an RFP to engage the CM and establish a GMP. The purpose of this Request for Qualifications (RFQ) is to establish a short-list of qualified CMs to receive the RFP.

B. Project Description.

The proposed New Arts Building is a 39,000 gsf facility. It sits between the corners of 46th and 47th Streets on Monarch Way in Norfolk. The proposed site is currently a parking lot for the Art Studio Building, which houses the ceramics program and graduate student art studios. The facility will be heavily used throughout the instructional day from 8:00 am to 10:00 pm Monday through Friday, as well as after hours for student work.

The building would include instructional classrooms, offices, administration, and service functions. A 40-foot wide alley divides the proposed New Arts Building from the existing Art Studio Building, providing service to the back of the building, as well as a place for loading and unloading large artwork and materials. Kilns for the ceramics program will be located inside the building.

The new building is to be brick veneer, insulated aluminum windows, and mechanical units (screened) on the roof. The architecture of the building will be consistent with the ODU Master Plan for the development of University Village on Monarch Way.

The new building will house classrooms for drawing, painting, sculpture, metal working, printmaking, lithography, graphic design, and photography, as well as offices and service functions.

The materials and design of the building will closely follow the ODU campus materials and forms and adhere to the ODU Master Plan. The main entrance faces east on Monarch Way. Brick pavers and landscaping that line Monarch Way will be pulled into the plaza in front of the building, creating a space for outdoor painting and drawing instruction, receptions, and a sculpture garden.

New work will comply with the latest edition of the International Building Code (IBC 2006) and the Virginia Uniform Statewide Building Code (VUSBC). The New Arts Building will be VUSBC Type IIB Construction with a fire suppression system.

In order to comply with the DEB 12/01/08 policy for the Virginia Energy Conservation and Environmental Performance Standards (VECEPS), the A/E will be pursuing LEED Silver and providing documentation to BCOM to determine LEED Certification. A checklist of LEED points we are striving to obtain is included in the project manual.

A deep foundation system will be utilized to support the building columns and exterior walls. This will consist of 18-inch diameter auger cast concrete piles driven to an approximate depth of 65 feet below the existing grade. The piles will be grouped together as required, and a reinforced concrete pile cap will be constructed to share the building loads between piles. Reinforced concrete grade beams will span between the pile caps to support the exterior wall system, as well as laterally brace the pile caps. The first floor will be comprised

of a structural concrete slab-on-grade. The slab will be placed over a vapor barrier. Steel columns and beams will comprise the major structure. Concrete slab on metal deck will comprise the second and third floor slabs. Metal-framed, sloped-roof structure, insulation and single-ply membrane (or built-up roof) make up the roof.

Exterior masonry veneer, pre-cast concrete panels, and composite metal panels on metal studs, and insulated aluminum curtainwall and storefront are the principle wall enclosures. Interior partitions are gypsum wallboard on metal studs.

Exterior doors are heavy duty aluminum in aluminum frames and/or hollow metal on the service side of the building. Interior doors are solid core wood in hollow metal frames. Heavy-duty hardware will be used throughout.

The building will include a new 5000 lb. hydraulic elevator serving all three floors.

The stairs will be separated with one-hour rated walls. The new elevator and mechanical shafts will be one-hour rated. The existing Art Studio Building exterior wall is block construction and is two-hour rated.

The service courtyard between the buildings will have a chain-link fence for security. Pedestrian gates will be provided at each end of the courtyard for emergency egress. A vehicular gate will be provided at the north end for loading and unloading of artwork and materials.

Interior Finishes

Floor finish in the Main Lobby shall be granite on a recessed slab with wood base to provide a seamless entry from the courtyard area into the Lobby. Walls shall be painted; ceiling shall be exposed.

The Main Corridor will have a sealed concrete floor with wood base, painted walls and suspended acoustical tile ceiling. Accent paint colors and/or vinyl signage may be used in entry alcoves to studios. Built-in lockers shall be $\frac{3}{4}$ inch plywood with a birch veneer finish, brushed nickel hardware and a wood toe kick base.

All studios with the exception of Jewelry/Metalworking shall receive wood flooring with wood base, painted walls and exposed ceiling. Jewelry/Metalworking studio shall receive a sealed and painted concrete floor to allow fallen metals to appear more visible and painted walls.

Casework in Painting, Drawing, 2D & 3D Foundations, Photography and Fiber studios, Visual Resources Study Room and Mailroom shall be $\frac{3}{4}$ inch plywood with a birch veneer finish, aluminum pulls and solid surface countertops. Countertops should be dark in color to mask staining from paint and chemicals. Casework in Jewelry/Metalworking, Printmaking, Screenprinting and Lithography studios shall be $\frac{3}{4}$ inch plywood with a birch veneer finish, aluminum pulls and marble and glass acid resistant countertops.

Bathrooms shall be 12 inch patterned ceramic tile floor, with cove base and 6 inch ceramic tile walls at wet walls and painted walls elsewhere.

Offices, Conference Room and support rooms shall receive carpet tile with vinyl wall base, painted walls and suspended acoustical tile ceiling.

Interior doors are solid core wood in hollow metal frames. Heavy-duty hardware will be used throughout. Stairs shall be concrete tread with metal perforated risers.

Numerical Parameters

1st Floor: 13,000 SF;

2nd Floor: 13,000 SF;

3rd Floor: 13,000 SF;

Total Area: 39,000 SF;

Total Building Volume: 1,512,000 CF (based upon 14 foot floor to floor)

C. Project Site.

The site for the project is between the corners of 46th and 47th Streets on Monarch Way in Norfolk, Virginia. The proposed site is currently a parking lot for the Art Studio Building, which houses the ceramics program and graduate student art studios. The facility will be heavily used throughout the instructional day from 8:00a.m. until 10:00p.m. Monday through Friday, as well as after-hours for student work.

D. Project Financing.

The Owner will finance the project with VCBA funding.

II. REQUEST FOR QUALIFICATIONS SUBMITTAL PROCESS

A. Owner

The Owner will be Director of Design and Construction, Old Dominion University. The Owner's procurement officer and sole designated correspondent for the project will be:

Mr. Dwayne A. Young
Department of Materiel Management
Old Dominion University
4401 Powhatan Avenue
Norfolk, VA 23529
email: dyoung@odu.edu
Tel: 757-683-5106, FAX: 757-589-5108

B. Owner's Architect

The Owner's Architect for the project is:

Mr. Barry Moss, AIA
Tymoff + Moss Architects
512 Botetourt Street
Norfolk, VA 23510

C. The Construction Management (CM) Team Short-List Selection Process

1. The selection process will focus on qualifications and project requirements, short-listing those CM Teams deemed most capable of delivering the building on time and within budget.
2. The University will establish an Evaluation Committee that will serve throughout the selection process. This selection process will consist of two distinct parts: Request for Qualifications (RFQ) Submittal, evaluation and short-listing and the Request for Proposals (RFP) response, evaluation and contract award for the New Arts Building.

3. In the RFQ Phase, CM Teams interested in being considered for this project must submit their qualifications in strict accord with Attachment B. The committee will review, evaluate and rank Respondents' submittals and identify a short-list of at least three CM Teams. Those short-listed teams will receive copies of the RFP, including 100% construction drawings for the Work. Proposal evaluation and award criteria will be discussed in the RFP document.

D. Communications

Any and all communication and requests for information or clarification concerning the project shall be addressed to Dwayne Young. Specifically, except as provided for during the RFQ Phase Pre-Submittal Conference and the RFP Phase Pre-Proposal Conference, Respondents shall refrain from contacting the Director of Design and Construction, the Owner's consultants, or staff members of Old Dominion University involved in this project, including members of the Evaluation Committee or other participants responding to either the RFQ or the RFP. Any unauthorized communication or attempt at communication may result in non-consideration of Respondent's submittal.

E. Good Faith Small, Women and Minority (SWaM) Owned Business Participation Efforts:

1. The University is committed to (a) achieving the Commonwealth of Virginia's aspirational goal of forty percent (40%) SWaM participation for combined *prime contractor* and *subcontractor* spend, and (b) increasing participation of **Department of Minority Business Enterprise (DMBE) Certified** (i) small businesses, (ii) small woman-owned businesses, (iii) small minority-owned businesses, and (iv) businesses owned by service disabled veterans. The University also encourages Proposers to provide for participation of small businesses, businesses owned by women and minorities, and businesses owned by disabled veterans through partnerships, joint ventures, subcontracts, or other contractual opportunities. Submission of a report of past efforts to utilize the goods and services of such businesses, and plans for involvement on this contract are required prior to award. By submitting a response, Proposer certifies that all information provided in response to this solicitation is true and accurate. Failure to provide the information required by this solicitation may ultimately result in the response being deemed non-responsive, and ultimately rejected.
2. While it is the University's intent to enter into an exclusive agreement with one Proposer whenever possible, all potential Proposers are encouraged to subcontract any applicable services by partnering with qualified vendors that have also been certified as small, small woman-owned, small minority-owned, or service disabled veteran owned businesses through the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE).
3. In order for a Proposer to be given consideration for award of a contract, each Proposer, prior to the award of the Contract, shall provide a statement setting forth:
 - a. The good faith SWaM owned business participation efforts which the Proposer has undertaken in the past: and
 - b. The good faith SWaM owned businesses participation efforts which the Proposer intends to undertake in connection with the performance of this contract; including name of firm, contact name and phone number, total dollar amount to be subcontracted, category type (small, women or minority owned), and type of product/services.
4. If, in the statements submitted in response to subsections (a) and (b) above,

the Proposer indicates that it has not undertaken any good faith SWaM business participation efforts in the past and/or does not intend to undertake any such efforts in connection with the performance of this contract, the Proposer must **also** submit a statement setting forth the reason why it has not undertaken such efforts in the past and/or does not intend to undertake them in connection with the performance of this contract.

5. Any Proposer that can qualify for certification through DMBE must do so prior to the award of any contract. The qualification information shall be evidenced by that information specified in the Proposer's completed and submitted W-9 form.

6. Goods and Services Related Procurements:

Any Proposer that does not qualify for DMBE certification shall be required to provide quarterly reports to the University's Contract Administrator. The reports shall identify the subcontractors used during the performance of any subsequent contract, as follows:

- a. For **DMBE Certified** subcontractors, quarterly reports verifying (i) those DMBE certified subcontractors being used, (ii) scope of goods and/or services being provided, (iii) payments to subcontract vendor(s) for current quarter **and** year-to-date totals, and (iv) percentage of same payments related to "overall" contract totals for current quarter **and** year-to-date totals; and
- b. For **non DMBE Certified** subcontractors providing services for contracts that exceed **\$200,000**, quarterly reports verifying (i) non-certified subcontractors being used, (ii) scope of goods and/or services being provided, (iii) payments to subcontract vendor(s) for current quarter **and** year-to-date totals, and (iv) percentage of same payments related to "overall" contract totals for current quarter **and** year-to-date totals.

Note: Failure to provide the quarterly reports as requested will result in non-payment to Contractor for any services provided and invoiced during that period, shall remain unpaid until such reports are provided, and unless provided, will be considered a breach of contract.

F. Owner's Rights and Obligations

The Owner shall have the following rights and obligations with respect to the selection process:

1. The Owner will not assume any liability for loss of or damage to Submittals in transit from Respondents.
2. **All** materials submitted for consideration in response to this RFQ will become the property of the Owner. Submissions will not be returned to the Respondents.
3. The Owner reserves the right to suspend or discontinue the selection process at any time and to return or reject any or all Submittals of qualifications without obligation to the Respondent.
4. In all questions regarding the selection procedure, interpretation shall be by and through the designated correspondent, Mr. Dwayne A. Young. All such interpretations will be binding.

G. Evaluation Committee

The Evaluation Committee will consist of:

Mr. Dale Feltes
Director of Design and Construction

Mr. Robert Wojtowicz
Associate Dean for Research & Graduate Studies, Arts & Letters

Mr. Jeff Krauss
Project Manager, Design and Construction

Mr. Dwayne A. Young
Procurement Manager, Materiel Management

Mr. Ronald Thompson
Bureau of Capital Outlay Management Representative,
Division of Engineering and Buildings

Once evaluation begins, the Owner intends that the Evaluation Committee will serve throughout the selection process. The Owner, however, reserves the right to change the Evaluation Committee composition for any reason prior to the start of evaluation; or during that process, should unforeseen circumstances dictate such a change.

H. Evaluation and Scoring

The Evaluation Committee will score each Construction Management Team's response to the RFQ in accord with predetermined evaluation criteria. The Owner expects to short-list three but no more than five CM Teams each of which will then receive the RFP. Evaluation criteria for reviewing qualifications will include, but are not limited to:

1. The financial capability and insurance history of the Construction Management Team.
2. The overall experience and ability of the Construction Management Team.
3. The experience of the Construction Management Team with related projects.
4. The Construction Management Team's demonstrated ability in the areas of cost and quality control and achievement of project schedules.
5. The expertise of the personnel who will make up the Construction Management Team with particular emphasis on the Project Manager.

I. Pre-Submittal Conference

Interested Teams may attend a **Pre-Submittal Conference** at Old Dominion University, Norfolk Campus to be held at 10:00 a.m. on Wednesday, December 1, 2010 in the James/Lynnhaven River Rooms of the Webb Center to review the scope and requirements of this project. (Those unfamiliar with the campus should proceed to the Old Dominion web page <http://www.odu.edu/oduhome/campusmap.shtml> ('About ODU/Campus Map') for information as to the location of the Webb Center.) Requests for meetings by individual Teams will not be considered. Immediately after the Pre-Submittal Conference, interested respondents may tour the New Arts Building site with the University's project team.

J. Submittal Requirements

1. One (1) original, signed in **blue ink**, and six (6) copies for a total of seven (7) bound sets (no 3-ring binders) of the required information for the RFQ shall be submitted to the attention of Mr. Dwayne A. Young, Materiel Management, Old Dominion University, 4401 Powhatan Ave. Avenue, Norfolk, Virginia 23529, no later than **4:00p.m.** local time, Tuesday, January 4, 2011, as determined by the bid officer. **Submittals time-stamped 4:01p.m. or later will be late and will not be accepted.**
2. Submittals shall be sealed and clearly marked with the name and address of the Respondent and the title and solicitation number of this RFQ. **Facsimile (FAX) submittals are not acceptable and will not be considered.** The submittal shall consist in the following:
 - a. A completed and signed copy of the cover sheet to this RFQ.
 - b. Signed acknowledgement copies of any addenda.
 - c. A completed copy of the Commonwealth of Virginia Standard Form for Contracting Qualifications, DGS-30-168 (ODU Amendment November 2010) accompanying this RFQ as Attachment B. **Respondents may not use the form found at the BCOM website;** the Owner has amended Attachment B to this RFQ to reflect the requirements of a CM selection and it is the only acceptable form for use by Respondents.
3. Responses to the items listed in Attachment B shall be tabbed and numbered in accordance with the numbering scheme of the attachment. That is, each alphabetically captioned section of the Statement of Qualifications shall be a separate tab within the bound submittal. Items within that section will be numbered and arranged as on the attachment, e.g.:

Tab A: SECTION A - GENERAL INFORMATION
A.1. (Response)
A.2. (Response), etc.

Tab B: SECTION B - BONDING & INSURANCE
B.1. (Response)
B.2. (Response), etc.

TAB C, etc.
4. Respondents must ensure that the *Respondents Certification and Contact Authorization Form* in Attachment B is properly executed and notarized. **Failure to comply with this requirement may result in non-consideration of a submittal.**

ATTACHMENT A
ANTICIPATED PROJECT SCHEDULE

Advertise for Qualified CM Teams	November 22, 2010
RFQ Pre-Submittal Conference	10:00 a.m. on December 1, 2010
Question Cut-Off Date	Close of Business (5:00p.m.) December 17, 2010
Qualification Submittals Due	4:00 p.m. January 4, 2011
Committee Meeting, Distribute Submittals	11:00 a.m. on January 5, 2011
Committee Meeting, Rank Submittals	10:00 a.m. on January 12, 2011
Notify Short-listed CM Teams	January 17, 2011
Release RFP	January 24, 2011
RFP Pre-Proposal Conference Meeting	2:00 p.m. on February 7, 2011
Question Cut-Off Date	Close of Business (5:00p.m.) February 15, 2011
CM Proposals Due	4:00 p.m. on February 22, 2011
Committee Meeting, Distribute Proposals	10:00 a.m. on February 23, 2011
Committee Meeting, Rank Proposals	2:00 p.m. on February 28, 2011
Notify Short-list If Interviews Required	March 3, 2011
Interviews (At the Owner's Discretion)	March 8 and 9, 2011
Contract Negotiation	March 14-18, 2011
Contract Signed / NTP Issued	April 1, 2011
Substantial Completion and Beneficial Occupancy	April 1, 2012
Final Completion	May 1, 2012

NOTE: This schedule is only intended to be a planning tool; dates are projected, and the actual schedule may vary from these projections. Under no condition is the Owner bound by this schedule.

ATTACHMENT B

COMMONWEALTH OF VIRGINIA

STANDARD FORM

FOR

CONTRACTOR'S STATEMENT

OF QUALIFICATIONS

TABLE of CONTENTS

A	General Information
B	Bonding and Insurance
C	Legal Proceedings / Claims
D	References
E	Financial (Deleted)
F	Organizational Experience
G	Key Personnel
H	Respondent's Attachments

SECTION A - GENERAL INFORMATION

- A.1.** Legal name and address of Respondent:
Federal Employer Identification Number:
Telephone and fax number:
Name, title, telephone and fax number of Respondent's authorized point of contact concerning this submittal:
- A.2.** President, Chief Executive Officer, or Managing Partner's address and phone number (if different from above) and length of time in current position:
- A.3.** Date authorized to transact business in Virginia:
- A.4.** Number of Respondent's License or Certificate issued by the Commonwealth of Virginia Department of Professional and Occupational Regulation:
- A.5.** Type of Organization: Corporation, Partnership, Privately Held, Joint Venture:
- A.6.** Provide as appropriate:
Corporation: State of Incorporation:
Date of Incorporation:
FEIN:
Partnership: Date Organized:
Form of Partnership:
Privately Held: Date of Organization:
Joint Venture: Date of Organization:
- A.7.** If Respondent is a Joint Venture, as Attachment (A1) provide a copy of the Joint Venture Agreement. If Respondent is a Partnership, as Attachment (A1) provide a copy of the Partnership Agreement.
- A.8.** Name and Title of Person Authorized to sign binding commitments for the Respondent:

SECTION B - BONDING & INSURANCE

- B.1.** Confirm that Respondent's bonding company is listed in the Federal Register Circular 570 published by the U.S. Department of Treasury, has at least an "A" rating as established by the A.M. Best Company, and is licensed to transact Fidelity and Surety business in the Commonwealth of Virginia.
- B.2.** As Attachment (B1) provide a letter from Respondent's Surety, identifying the Surety and confirming the Surety's willingness to bond the Respondent for a maximum contractual value of \$7.7 million. Have the Surety confirm in writing the requirements listed in B.1. above.
- B.3.** Name, address, and telephone numbers of Respondent's current Surety agent or underwriting contact:

B.4. Has any company refused to bond Respondent on any project in the last 5 years? If yes, provide the name and address of the Surety company and specify the reasons given for the refusal:

B.5. Provide, as Attachment (B2) certificates of insurance approved by the Commonwealth of Virginia for coverage as follows:

Type	Limits or Amount
Commercial General Liability	\$1,000,000.00 per occurrence and \$2,000,000.00 aggregate combined limit.
Worker's Compensation	Standard Virginia Workers Compensation Policy with statutory requirements and benefits.
Automobile Liability	\$1,000,000.00 combined limit for bodily injury and property damage per occurrence.

B.6. Provide, as Attachment (B3) a letter from the insurance carrier detailing the history of any claims paid against the Commercial General Liability, Worker's Compensation or Builder's Risk insurance during the last five years.

SECTION C - LEGAL PROCEEDINGS/CLAIMS

C.1. Identify any lawsuits, administrative orders, hearings, or proceedings initiated by the Environmental Protection Agency, National Labor Relations Board, Occupational Safety and Health Administration, or the Internal Revenue Service, or similar state or local government agencies, in the last five years, concerning any labor practices, project environmental, health or safety practices, or tax liability, respectively, of the Respondent. Identify the nature of the proceeding and its ultimate resolution.

C.2. In the last ten years, has Respondent's organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction? If yes, 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.

C.3. If Respondent answers yes to any of the following, 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.

C.3.a. In the last ten years, has Respondent's organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of Respondent's organization:

C.3.a.1. 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?

C.3.a.2. Ever been found guilty on charges relating to conflicts of interest?

- C.3.a.3.** Ever been convicted on criminal charges relating to contracting, construction bidding, bid rigging or bribery?
- C.3.a.4.** 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?
- C.3.b.** Is Respondent's organization or any officer, director, partner or Owner currently debarred from doing federal, state or local government work for any reason?
- C.4.** If Respondent answers yes to any of the following, 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.
 - C.4.a.** Has Respondent's organization:
 - C.4.a.1.** Ever been terminated on a contract for cause?
 - C.4.a.2.** Within the last five years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?
 - C.4.b.** Has Respondent's organization, in the last three 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?
 - C.4.c.** Have any Performance or Payment Bond claims ever been paid by any Surety on behalf of Respondent's organization?

SECTION D - REFERENCES

Provide the company name, address, telephone, and fax numbers, contact person, title, and years of relationship for each reference.

- D.1.** Major Trade References:
Provide a minimum of six (preferably Virginia Respondents)

- D.2.** Bank or Financial References:

SECTION E - FINANCIAL

- E.1.** Deleted

SECTION F - ORGANIZATIONAL EXPERIENCE

- F.1.** State the annual value of construction projects "bid and performed" and construction projects for which you performed CM services during the past five years.

	"Bid"	"Construction Management"
2010	_____	_____
2009	_____	_____
2008	_____	_____
2007	_____	_____
2006	_____	_____

- F.2.** State value of construction currently bid and outstanding:

- F.3.** List projects for which your team has provided/is providing Construction Manager services which are most related to this project. In determining which projects are most related, consider: related size and complexity (such projects should have included the construction of academic instructional facilities); how many members of the proposed team worked on the listed project; and, how recently the project was completed. List the projects in priority order, with the most related project listed first.

- F.4.** In describing each project, provide the following information, numbered as follows:

F.4.a. Project Name:

F.4.b. Project Address:

F.4.c. Size of Project such as: (gross square feet, height, or stories plus sub-surface levels, total cost):

F.4.d. Owner's Name:

F.4.e. Owner's Address:

F.4.f. Owner's Phone Number:

F.4.g. Owner's Point of Contact for this project:

F.4.h. Architect's Name:

F.4.i. Architect's Address:

F.4.j. Architect's Phone Number:

F.4.k. Architect's Point of Contact for this project:

F.4.l. Project's Construction Budget:

F.4.m. Project's Original Negotiation Construction Cost/Contract Sum:

F.4.n. Project's Final or Current Contract Amount:

F.4.o. Total number of change orders, percent of total change order amount to original Contract Sum, and reason for each change order:

F.4.p. Project's Substantial Completion Date: (Plus or minus days from *original* contract Substantial Completion date):

F.4.q. Project's Final Completion Date: (Plus or minus days from *original* contract Final Completion date):

F.4.r. Project Description, i.e., function of building and component building systems:

SECTION G - KEY PERSONNEL

The expertise, experience, and qualifications of Respondent's personnel will be a major factor in evaluating a Respondent's Technical Proposal. The information provided should convey the relevant expertise, experience and qualifications relative to complex Construction Management projects involving instructional classrooms, offices, administrative and service functions. Evidence that the proposed personnel have previously worked together as a team should be included where applicable. Regarding specific personnel qualifications, the University desires that:

The Project Manager most likely to be assigned to this project have **served as project manager on three (3) Construction Management projects of comparable scope, involving instructional classrooms, offices, administrative and service functions, one of those projects within the past two years.** Equivalent or comparable experience may be considered, at the University's sole discretion; however, it shall be sufficiently similar so that the University may conclude that the proposed Project Manager is familiar with and capable of handling the project(s) described in the prequalification.

The superintendent most likely to be assigned to this project has **served as superintendent on at least three (3) Construction Management projects of comparable scope, involving instructional classrooms, offices, administrative and service functions, with one of those within the past two years.** Equivalent or comparable experience may be considered, at the University's sole discretion; however, it shall be sufficiently similar so that the University may conclude that the proposed Superintendent is familiar with and capable of handling the project(s) described in the prequalification.

Provide the following information on each of the proposed personnel:

- G.1.** Name, title, proposed position:
- G.2.** Education or related experience:
- G.3.** Licenses - List current licenses by type, state and year obtained:
- G.4.** Number of years each proposed staff member has been employed by:
 - G.4.a.** Respondent's organization:
 - G.4.b.** Respondent's organization in the position proposed:
 - G.4.c.** Previous organizations in the position proposed:
- G.5.** Identify all the projects of similar nature, scope, and duration performed by the proposed personnel during the past five years (in the same position as being proposed). State for each project the following minimum information:
 - G.5.a.** Name of organization the individual was employed by, the supervisor's name, and telephone number:
 - G.5.b.** Project name and location:
 - G.5.c.** Project scope (dollar value, square footage etc.):
 - G.5.d.** Indicate whether the project was completed on time and within budget and if not explain:
 - G.5.e.** Project description explaining how it is similar to this project

RESPONDENT'S CERTIFICATION AND CONTACT AUTHORIZATION

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, and hereby authorizes Old Dominion University to obtain, and the recipient of this form to release, any information regarding the Respondent in relation to business and services conducted with Respondent's organization.

PROPRIETARY INFORMATION: Prospective Construction Management teams may request that all information voluntarily submitted pursuant to this RFQ and section 14(B) of the "Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia" shall be considered a trade secret or proprietary subject to the provisions of section 34(F) of the "Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia."

☐ Please check here if you would like to request that all information that you have voluntarily submitted pursuant to this RFQ be treated as trade secret or propriety information as allowed by the aforementioned section of the "Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia." If you check the box, please provide the following:

1. Invoke the protection of this section prior to or upon submission of the data or other materials and,
2. identify the data or other materials to be protected and,
3. state the reasons why protection is necessary.

Name of Entity Making the Submittal

By: _____
Typed or Printed Name of Signer (Must be person designated in Section I.A.8.)

Signature

Title: _____

Date: _____

Notary:

State of _____

County/City of _____

Subscribed and sworn before me this _____ day of _____, 2010.

Notary Public Signature

My commission expires _____

NOTARY SEAL:

ATTACHMENT C
OLD DOMINION UNIVERSITY GRAPHIC STANDARDS

The University Graphic Standards are found on the Old Dominion University website at:

<http://www.odu.edu/ao/upublications/guidelines.html>