



Virginia Commonwealth University

STATEMENT OF INTEREST & QUALIFICATIONS (SIQ)
SIQ #3399127JC

Issue Date: October 30, 2009
Title: Design Build Services: Belvidere and Grace Street Parking Decks

Issuing and Using Agency: Virginia Commonwealth University
Attention: Jackie Colbert
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Richmond, Virginia 23298-0616

Information in Response to this Request Will Be Received Until: 11:00 AM local time on November 12, 2009.

All Inquiries For Information Should Be Directed To: ISSUING AGENCY, address listed above at Phone: (804) 828-0163, email: jcolbert@vcu.edu, Fax: (804) 828-7837, VOICE TDD: (800) 828-1120

This solicitation & any addenda are posted on our website at: http://www.vcu.edu/procurement

HARD-COPY, ORIGINAL STATEMENTS OF INTEREST & QUALIFICATIONS (SIQ) MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT AND PAYMENT ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL SIQ. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR SIQ. STATEMENTS OF INTEREST & QUALIFICATIONS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT AND PAYMENT.

IF STATEMENTS OF INTEREST & QUALIFICATIONS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 980616, RICHMOND, VA 23298-0616. IF INFORMATION IS HAND DELIVERED OR SENT BY COURIER, DELIVER TO: VIRGINIA COMMONWEALTH UNIVERSITY, DEPARTMENT OF PROCUREMENT AND PAYMENT, 10 S 6TH ST., 2nd FLOOR, RICHMOND, VA 23219. THE SIQ NUMBER, DATE AND TIME OF THE SIQ SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED SIQ PACKAGE.

In Compliance With This Statement of Interest & Qualifications And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Certifies that all Information Submitted is Accurate.

NAME AND ADDRESS OF FIRM:

Form fields for firm information including Date, Signature, Name Typed, Title, Telephone, Toll free, FEI/FIN NO., DUNS NO., E-Mail Address, Fax Number, and Toll free, if available.

Form fields for business ownership and certification: MINORITY-OWNED BUSINESS, REGISTERED WITH eVA, DMBE CERTIFIED, WOMEN-OWNED, SMALL BUSINESS, DMBE CERTIFICATION #.

THIS SOLICITATION CONTAINS 9 PAGES

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## I. STATEMENT OF INTEREST & QUALIFICATIONS PROCESS

- A. The Statement of Interest & Qualifications (SIQ) Process for Design Build (DB) 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 Virginia Commonwealth University (VCU). 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 Design Build Team (DB) as part of this project. The actual bridging documents (specifications), which will be published in the RFP for step 2 of the Design Build process, 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 proposed parking decks is along the perimeter of the Monroe Park Campus, east of Belvidere on West Grace Street. The western site is bounded by Henry Street to the east, West Grace Street to the south, an alley to the north and an existing structure to the west. The eastern site is bounded by Henry Street to the west, West Grace Street to the south, and an existing structure to the east and an alley to the north. The building site is also adjacent to a neighboring historic district.

The project consists of two (2) five-story concrete (either cast-in-place or precast) structures. The eastern facility (500 block of West Grace Street) is 152,000 SF and western one (400 block of West Grace Street) is 160,000 SF. The layout of each structure is a flat level system with center ramp. The first level will be designed to accommodate potential future retail space. The project is designed to serve as a parking facility for VCU faculty, staff and students. One of the facilities will house a small office, personnel restroom and janitorial space for parking and transportation personnel.

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

The University anticipates that phased construction may be utilized to expedite completion of the project: demolition, site work, foundations, etc. The Design-Build Team shall work with the University to determine the scope and schedule for such phasing.

### 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 number must be clearly marked on the outside of your SIQ package. **In addition, the Offeror shall submit with the ORIGINAL hard copy of the proposal, an unsecured electronic copy of the proposal on a disc (i.e. CD or DVD) EXCLUDING ANY PROPRIETARY INFORMATION: proposals submitted by the Offeror(s) awarded a contract through this solicitation may be posted on the VCU Department of Procurement and Payment website. VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format.** No other distribution of the proposal shall be made by the Offeror.
- 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 lead organization of the Design Build Team (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 DB 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 lead 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 organizations making up the Design Build Team, 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 DB services on the Project).
4. The number of years that each of the Design Build Team organizations have been providing services similar to those requested by this DB SIQ, including a delineation of this information for both the headquarters locations and the local or regional offices that will be used in delivering the requested DB services on the Project.
5. The annual dollar volume of workload for each of the last five (5) years for each of the organizations making up the Design Build Team, the headquarters location and for the local or regional office that will be used in delivering the requested DB services on the Project.
6. A listing of the Team's current major Design Build 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 DB services on the Project, include a description of that office's major Design Build 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. (DB 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 organizations' surety companies listing the organizations' 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 Team'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 design and construction utilizing Sustainable Design and methods.
10. Demonstrated experience with design and construction of similar projects located on a very constrained urban site in proximity to 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 design and 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*.
13. Has the proposed Design Build Team worked together before? Include all projects that the Team has collaborated on in the past.

#### D. DESIGN BUILD 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 DB 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 this project.

- 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 this project.

### 3. PREVIOUS PROJECT EXPERIENCE PROFILES

Provide a description of at least two (2) Design Build Projects **completed** within the past eight (8) years with a similar size, scope, cost and complexity to this project. 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 member of the Design Build Team 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.

Provide information about how did the Subcontractors participated. What did the Subcontractors actually do on the project?

- A description of the complete range of Architect/Engineer/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. Submit a copy of your company Class A Contractor's License from the Virginia Board for Contractors, Department of Professional and Occupational Regulation (DPOR) with all the specialty classifications that your firm holds.

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