



REQUEST FOR QUALIFICATIONS TITLE PAGE
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Lynchburg City Schools c/o the City of Lynchburg
Procurement Division

Proposal Title: General Contractors Pre-Qualify to Bid Package for Heritage High School

This is Lynchburg City School's Request for Proposals (RFP) No. 14-880, issued November 6, 2013, for the purpose of pre-qualifying contractors to bid in accordance with the prequalification procedure established in these documents. Direct inquires for information, clarifications, and questions shall be submitted to Stephanie Suter, 434-455-3963 or stephanie.suter@lynchburgva.gov. The Procurement Division is the sole point of contact. Material questions will be answered in writing with an Addendum. It is the responsibility of all Applicants to ensure that they have received all addenda and acknowledge receipt below. Addenda shall be downloaded from www.lynchburgva.gov/current-solicitations.

Acknowledge receipt of addenda here: No. _____ Date: _____
No. _____ Date: _____

Submit applications for prequalification in a sealed envelope prior to 4:00 PM Local Prevailing Time, December 19, 2013. Applicants are responsible for assuring the Proposal is submitted to the Procurement Division before the deadline indicated above. Proposals received after the stated due date and time shall not be considered. Faxed and e-mailed applications will not be accepted.

Submit Proposals: BY MAIL, GROUND DELIVERY, OR HAND DELIVER TO:
Procurement Division
Third Floor City Hall
900 Church Street
Lynchburg, Virginia 24504

Information the Offeror deems Proprietary is included in the proposal response in section(s): _____
See Paragraph B. on page 2 for guidelines on submitting proprietary information.

In compliance with this Prequalification and all the conditions imposed therein, the undersigned offers and agrees to furnish the services in accordance with the attached proposal or as mutually agreed by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this Prequalification. Sign in ink and type or print requested information.

Full Legal Name of Offeror: _____

Fed ID OR SOC. SEC. NO.: _____ Date: _____

Address: _____ Phone: () _____

_____ Fax: () _____

Signature: _____

Typed or Printed Name, Title

City's Procurement Manager

I. PURPOSE

Lynchburg City Schools (Schools) is soliciting for Prequalification of Bidders for the construction of a replacement Heritage High School. This Prequalification is for General Contractors only. Prequalification packages will NOT be accepted from subcontractors.

II. GENERAL INFORMATION

- A. The term Applicant shall be defined as an individual, partnership, or corporation which submits an application in response to this solicitation.
- B. Only Applicants that have been pre-qualified in accordance with the procedures herein will be allowed to submit bids for the construction of Heritage High School. Bids received from those who have not been pre-qualified will not be considered.
- C. Applicants agree that once prequalified all criteria and requirements contained herein shall be maintained by the Applicant and that the Schools reserve the right to research and verify any information at any given time.
- D. All materials submitted by Applicants shall become the property of Schools and will not be returned. By submitting an application, the Applicant agrees that the Schools may research and/or verify information provided and contact any applicable entities associated with such information.

III. TERMS AND CONDITIONS

A. Additional Qualifications

The Schools reserve the right to impose additional Minimum Qualifications above and beyond those requirements contained herein.

B. Authority to Transact Business in Virginia

A Contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described herein that enters into a Contract with the Schools pursuant to the Virginia Public Procurement Act 2.2-4300 et seq. shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50 of the Code of Virginia, to be revoked or cancelled at any time during the term of the Contract. Schools may void any Contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

IV. INSTRUCTIONS TO APPLICANTS

A. Preparation and Submission of Applications

- 1. Before submitting the application, read the ENTIRE application including the Terms and Conditions. Failure to read any part of this application will not relieve an Applicant of their obligations.
- 2. Each Applicant shall submit one (1) original and five (5) copies of their application to the Procurement Division as indicated on the title page of this solicitation. All required attachments and any additional information requested in this Solicitation must be attached to each copy submitted.

V. DESCRIPTION OF WORK

The Project consists of the construction of an approximately 266,000SF two story, comprehensive high school and related site work, new outdoor athletic facilities, the demolition of the existing Heritage High School and new parking areas. **The existing high school will be occupied and remain in operation during the entire period of construction.**

The project consists of three phases;

1. The construction of the new baseball and practice football field, retaining walls and associated site work completed by August 1, 2014
2. The construction of the new high school and related site work completed by July 1, 2016
3. The demolition of the existing high school and construction of new athletic fields, retaining walls and parking areas completed by July 15, 2017.

The new high school building consists of a structural system with a combination of load-bearing CMU and steel framing. Interior partitions include CMU and drywall. Roofing systems include white TPO membrane and minimal amounts of prefinished, standing-seam metal roofing. Building features include kitchen with food service equipment, dining commons, a 3-court gymnasium and 133m indoor running track, 600 seat auditorium, media center, general classrooms, career technical and technology areas, and administration areas. Support buildings around the site include three masonry press box buildings and a fieldhouse.

The mechanical system includes a 4-pipe system with VAV and forced area units, roof-top air handling units and a central plant with boilers, chillers, and cooling towers

The site work includes stormwater management, sidewalks, parking areas, grading, and athletic fields. Athletic areas include a synthetic turf baseball field and football field overlay, softball field, a synthetic turf football/soccer field, various practice fields and eight tennis courts. Unique features of the site work include a gravity-based, load-bearing segmented retaining wall system creating level areas for athletic fields and access to the fields.

VI. PREQUALIFICATION PROCESS

- A. Applicants shall submit qualification information in accordance with the requirements identified herein. Schools may, in its discretion, contact an Applicant during the evaluation process for clarification of any entries in the Application for Prequalification submitted by the Applicant and may request additional information. Such additional information must be submitted to Schools no later than five (5) business days after the request. The decision to pre-qualify an applicant shall not, however, constitute a determination that the Applicant is responsible, and such Applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.
- B. Schools may deny pre-qualification to any Applicant if it finds any of the following:
 1. The Applicant does not have sufficient financial ability to perform the projects.
 2. The Applicant does not have the appropriate experience to perform the project as determined by the Schools.
 3. The Applicant or any officer, director, or owner thereof has had judgments entered against him/her within the past ten (10) years for the breach of contracts for governmental or non-governmental projects, including, but not limited to, design-build or construction management

4. The Applicant has been in substantial non-compliance, as determined by the Schools, with the terms and conditions of prior construction contracts with Schools without good cause. If Schools has not contracted with the Applicant in any prior construction contracts, Schools may deny prequalification if the Applicant has been in substantial non-compliance with the terms and conditions of comparable Construction contracts with another public body without good cause.
5. The Applicant or any owner, officer, director, project manager, procurement manager or chief financial official thereof has been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to a violation of the Ethics in Public Contracting provisions of the Virginia Public Procurement Act (§ 2.2-4367 et seq.), the Virginia Governmental Frauds Act (§ 18.2 -498.1 et seq.), Chapter 4.2 (§ 59.1 -68.6 et seq.) of Title 59.1, or any substantially similar law of the United States or another state.
6. The Applicant or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government.
7. The Applicant failed to provide to the Schools, within the established time frame, any information requested in this solicitation relevant to items 1 through 6 above.

C. Evaluation

1. Applications will be evaluated in accordance with the criteria listed herein. An unsatisfactory rating in any one category above **may** be considered sufficient cause to deny prequalification to an Applicant for Heritage High School. Schools will notify all Applicants whether or not they have been determined to be qualified to bid within ten (10) business days after receipt of the Prequalification Application, unless extended by the Schools in its sole discretion.
2. Prior to the issuance of a written determination to deny prequalification, Schools will notify the Applicant in writing of the results of the evaluation and disclose the basis thereof. Upon written request, the Applicant may inspect public documents, which relate to the determination, if so requested by the Applicant within five (5) business days after date of notice. Within ten (10) business days of the Schools' notice concerning the Applicant's prequalification, the Applicant may submit additional or rebuttal information relative to deficiencies stated in the Schools' written notice. Within five (5) business days after receipt of Applicant's rebuttal information, the Schools will provide a written determination.
3. If a final determination is made to deny prequalification, the Applicant may, within ten (10) days after notification of such determination, notify the Schools in writing and appeal to the Circuit Court of Lynchburg, Virginia, in accordance with the pertinent provisions of the Virginia Public Procurement Act. The Schools' determination may be reversed by the Circuit Court only if the Applicant establishes that the determination was arbitrary or capricious or not in accordance with the Constitution of Virginia, statues or regulations. In the event that the Schools' determination is reversed by the Circuit Court, the sole relief will be the declaration of the Applicant as prequalified to bid. Other than an appeal in accordance with this Section, a determination that an Applicant is "not qualified to bid" shall not be the basis for any claim against the Schools, its officers, members or employees.

4. Evaluation Factors

In evaluating each Application for Prequalification, Schools will consider, by way of illustration and not limitation, the following criteria:

- 4.1 Minimum Experience: The Applicant must have been established as full time general construction contractor for a minimum of eight (8) years. The Applicant shall have had a minimum of eight (8) years of progressive experience in the construction of government/public facilities.

If the Applicant or its principals operated under another name or entity within the past five (5) years, a complete descriptive statement and audited financial statement for a minimum of the previous two (2) years will be required.

- 4.2 The Applicant shall have successfully completed a new high school project during the last 10 years and successfully completed a minimum of two (2) public K-12 school projects in excess of \$40,000,000, total construction value for each project, since January 1, 2007 with the team proposed.

The Applicant shall have successfully completed educational projects of similar complexity including multiple phases of construction. Level of complexity (that is typically associated with a high school) shall be defined as, including, but may not be limited to, the following elements: automatic building systems (ATC controls, fire alarm, security, technology wiring and infrastructure, and intercommunications); central plant (boilers, water pumps, chiller, evaporative cooler); automatic sprinkler system; steel and masonry bearing construction; with masonry exterior and interior walls; athletic wood flooring; athletic equipment; aluminum composite material/panels; pre-manufactured metal roofing and wall panels, and fully-adhered membrane roofing; track & field facilities; athletic fields (including football stadium, baseball and softball); tennis courts; and sitework commonly associated with educational facilities.

Schools shall be the sole judge as to the determination of whether similar structures are equivalent to the project covered in any specific solicitation.

- 4.3 Performance on past and current projects within the past five (5) years. Schools will review all construction projects completed in the last five (5) years, particularly on projects of a similar size and nature, including the ability to meet scheduled completion dates. The Applicant must show history of contract completion dates, which must include the original and final completion dates, and the compliance with that time schedule.
- 4.4 Ability based on evidence of prior work to meet budget constraints, including history of original contract amounts and final contract amounts.
- 4.5 Experience of key personnel proposed for this project. The designated project manager and site superintendent must have a minimum of ten (10) years experience in similar size and type of projects. Show the percentage of time that the Project Manager will dedicate to the project.
- 4.6 Commitment to objectives relating to minimizing costs related to changes and disruptions of work.
- 4.7 Ability to obtain Performance and Payment Bonds.
- 4.8 Possession of a valid Class A Virginia Contractor's license prior to bid submission.
5. Application Requirements

Application Forms and Supplemental Information must be typed or printed. Information presented therein shall be clear, complete and concise. The following forms and attachments comprise the Application for Prequalification:

- 5.1 Applicant's Prequalification Statement: The Applicant shall provide the information required. The form in Attachment A shall be used.

- 5.2 Similar Projects: A list of all similar projects currently being performed or performed during the past five (5) years showing project name, project owner, address, completion date, and value; and details on two of those projects. See Attachment B.
- 5.3 Anticipated Projects: A list of all anticipated projects currently in a possibility of contract execution within the time period of this qualification request. Project name, project owner, address, start date, completion date, and value. See Attachment C.
- 5.4 Key Personnel: Information about the experience of the key personnel that the Applicant plans to assign to project. See Attachment D.
- 5.5 Affidavit of Accuracy: Certification that the information contained in the Application for Prequalification is true and accurate. The form in Attachment E shall be used.
- 5.6 Action Plan: The Applicant shall identify proposed actions to minimize costs to the Schools attributable to work disruptions related to unforeseeable conditions and changes in the work. See Attachment F.
- 5.7 Management Plan: The Applicant shall describe the general plan for meeting the management requirements of the total project as described herein. See Attachment G.
- 5.8 Contractor's License: A statement of Applicant's ability to acquire a Virginia Class A Contractors License, if currently unlicensed, prior to bidding and a commitment to require that all affected subcontractors carry a Virginia Contractor's license, Class A, B, or C, as applicable. See Attachment H.
- 5.9 Surety Statement: Applicant's ability to acquire bid, performance, and payment bonds for this project. The form in Attachment I shall be used.
- 5.10 Safety Violations: Applicant's history regarding safety. List all safety violations levied against Applicant. See Attachment J.
- 5.11 Work by Contractor: The Applicant will identify trades of the work to be performed with its own forces. The form in Attachment K shall be used.
- 5.12 Disclaimer: The Applicant must disclaim any right to appeal a determination of "not qualified to bid" for a particular project if the Application is not timely received.

6.0 APPLICATION FOR PREQUALIFICATION - HERITAGE HIGH SCHOOL

CONTRACTOR’S QUALIFICATION STATEMENT AND QUESTIONNAIRE

ATTACHMENT A

Submitted to: Lynchburg City Schools
 Address: 900 Church Street
 Lynchburg, Virginia 24504

	Parent Organization	Office to Perform Work (If other than parent organization)
Name:		
Mailing Address:		
Street Address: (If other than mailing address)		
Telephone Number:	()	()
Facsimile Number:	()	()
Email and/or Website Address:		

Name and telephone number of Contractor’s point of contact concerning this questionnaire:

Current number of Contractor’s permanent employees of the *office to perform the work*: _____

Check one of the following, as applicable:

- Corporation
 Partnership
 Individual
 Joint Venture
 Affiliate (list all subsidiaries; parent organization; and affiliates)
 Other

1. **ORGANIZATION**

1.1. How many years has the *office to perform the work* been in business as a Contractor?

1.2. How many years has the *office to perform the work* been in business under its present business name?

1.2.1. Under what other or former names has the *office to perform the work* operated?

1.3. If the *office to perform the work* is a corporation, answer the following:

1.3.1. Date of incorporation:

1.3.2. State of incorporation:

1.3.3. President's name, telephone number, and length of time in this position:

1.3.4. Vice President's name, telephone number, and length of time in this position:

1.3.5. Treasurer's name, telephone number, and length of time in this position:

1.4. If the *office to perform the work* is a partnership, answer the following:

1.4.1. Date of organization:

1.4.2. Type of partnership (if applicable):

1.4.3. Name(s) of general partner(s), telephone number, and length of time in this position:

1.5. If the *office to perform the work* is individually owned, answer the following:

1.5.1. Date of organization:

1.5.2. Name of owner, telephone number, and length of time in this position:

1.6. If the form of the *office to perform the work* is other than those listed above, describe it and name the principals:

1.7. If you answer “yes” to any of the following, provide the name, address, phone number, persons to contact, and circumstances related to the question on a separate attachment.

1.7.1. Has the Contractor or any officer, director, or owner thereof, had judgments entered against him within the past ten years for the breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management:

Yes _____ No _____

1.7.2. Has the Contractor or any officer, director, owner, project manager, procurement manager or chief financial officer thereof, been convicted within the past ten years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of (i) Article 4 (§ 11-72 et seq.), (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) Chapter 4.2 (§ 59.1-68.6 et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or another state:

Yes _____ No _____

1.7.3. Is the Contractor or any officer, director, or owner thereof, currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government:

Yes _____ No _____

2. **LICENSING** (local, state, and/or nationwide)

2.1. List jurisdictions and trade categories in which the *office to perform the work* is legally qualified to do business, and indicate registration or license numbers, if applicable.

3. **CLAIMS**

3.1. Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

3.1.1. Has the *office to perform the work* ever failed to complete any work awarded to it?

3.1.2. Have there been any judgments, claims, arbitration proceedings or suits pending or outstanding against the *office to perform the work* or its officers within the last six years?

3.1.3. Has the *office to perform the work* filed any lawsuits or requested arbitration with regard to construction contracts within the last six years?

3.1.4. If the answer to any of the questions under Paragraph 3.1 is yes, provide the name of the Project, Owner, and Architect/Engineer, including Company name, address and phone number, associated with the event.

- 3.1.5. List any federal, state, or local government agencies, which have excluded or barred the *office to perform the work* or any of its members, from bidding on construction projects. (Attach documents as necessary.)

Explain briefly the events leading to such exclusion. (Attach documents as necessary.)

Attach copies of any letters, etc. which rescind exclusions.

- 3.1.6. Has the Contractor ever been denied Prequalification by any Public body in Virginia in the last six years? If so, provide the date, the name and address of the entity, the reason for denial, and attach a copy of the notice of denial. **[NOTE: Please provide accurate and complete information when responding to this question. The Owner and Architect have prequalified numerous projects in the past, and maintain a database of those Contractors whom have been disqualified on those projects; as well as other projects. Incorrect and/or misleading information are grounds for possible rejection.]**

- 3.1.7. Has the Contractor ever been alleged to have been in substantial noncompliance with the terms and conditions of a prior construction contract with a public body?

If so, provide the name of the Project, Owner and Architect/Engineer, including Company name, address and phone number, associated with the contract, and an explanation of the allegations and any resolution or current status of such allegations.

4. **FINANCING** (*Financial information will be kept confidential*)

- 4.1. Has the Contractor ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily?

Yes _____ No _____

- 4.1.1. If the answer is yes, specify the date, circumstances, and resolution.

- 4.2. Is the Contractor currently in default on any loan agreement or financing agreement with any bank, financial institution, surety, or other entity?

Yes _____ No _____

- 4.2.1. If the answer is yes, specify details, circumstances, and prospects for resolution.

- 4.3 Financial Statements: Include a copy of the Contractor's most recent audited financial statements.

ATTACHMENT B: SIMILAR PROJECTS

On a separate sheet(s), provide detailed information regarding current and completed projects as detailed below.

1. EXPERIENCE

- 1.1 List *all* construction projects that **the specific office which will perform this work** has *in progress*. Do **not** include projects being performed by a home office or branch office other than the specific office that will perform this work. Include for each project listed, the following:
- 1.1.1 Owner's name, address, project location, and contact person with phone number of each project. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
 - 1.1.2 Total construction Contract Amount.
 - 1.1.3 Architect's firm name, telephone number, and appropriate contact person. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
 - 1.1.4 Name of the Project Manager and Site Superintendent who had direct responsibility for said project[s].
 - 1.1.5 Clearly indicate those projects which will receive involvement of the *Project Management Team* for this project as indicated under Subparagraph 4.4.1:
- 1.2 Attach a list of **all** projects (educational, or otherwise) in excess of \$20,000,000, total construction value, that the *office to perform the work* has successfully *completed* since January 1, 2007; **and** that had involvement of one or more of those identified as the Project Management Team.

For paragraph 4.2, **limit** the list to projects performed by **the Project Management Team** or any member of the Project Management Team. Do **not** include projects being performed by a home office, branch office other than the specific office that will perform this work, or **projects that did not involve one or both of those identified as the Project Management Team**. Include for each project listed, the following:

- 1.2.1 Owner's name, address, project location, and contact person with phone number of each project. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
- 1.2.2 Total construction Contract Amount, include original contract value and final contract value.
- 1.2.3 Architect's firm name, telephone number, and appropriate contact person. (This is critical information and will expedite the evaluation process, should the Owner and/or Architect contact the reference.)
- 1.2.4 Name of the Project Manager and Site Superintendent who had direct responsibility for said project[s].

- 1.2.5 Original construction contract substantial completion date and the actual substantial completion date of each project. If project was not substantially completed on time, please explain why.
- 1.2.6 Name of bonding company, contact person name and phone number.
- 1.2.7 Name of Major Subcontractors, role in project, contact person name and phone number for each.
- 1.3 If the *office to perform the work* has **few or no completed** projects responsive to paragraph 1.2, provide the same information indicated above on other projects you contend are relevant for the Owner to consider regarding the scope, project complexity, and nature of your experience.
- 1.4 Describe the management system and scheduling techniques which would be employed to assure that this Project is maintained on schedule (Substantial Completion anticipated to be no later than May 2004) and with sufficient quality control and safety management systems:
 - 1.4.1 Attach a listing of the personnel that are to comprise the Project Management Team (*i.e.*, Project Manager and Site Superintendent) for this project. Include the following information for each team member:
 - 1.4.1.1 Name, general qualifications, and résumé.
 - 1.4.1.2 Position and duties within proposed Team.
 - 1.4.1.3 Length of time with the *office to perform the work*.
 - 1.4.1.4 Experience, limited to those projects that comply with Part B, Item D3; and Part D, Item 4.2
 - 1.4.1.5 Experience for all projects.

ATTACHMENT C

ANTICIPATED PROJECTS

On a separate sheet(s), list all anticipated construction projects the contractor intends to pursue in the next year, giving the name of project, owner, design engineer/architect, contract amount, and scheduled completion date of the anticipated project.

ATTACHMENT D

KEY PERSONNEL

The Applicant must specifically identify the Applicant's key personnel (including field supervision that may be assigned). Key personnel are to include Project Executive, Project Manager, Project Engineer, and Superintendent. The application must demonstrate that the Applicant has the capability, in terms of both types and quantities of personnel, facilities and equipment required to accomplish the contract goals on schedule.

Such personnel shall be, insofar as practicable, assigned to the project for the duration of such project. The Applicant must provide a detailed resume for each such individual

On a separate sheet(s), provide information about the experience of key personnel of the Applicant. The information shall include name, title of intended assignment, years of construction experience, last employer, last position, experience on previous projects and their proposed responsibility on the Heritage High School project.

Applicant must also show the percentage of time key personnel will dedicate to the project.

ATTACHMENT E

AFFIDAVIT OF ACCURACY

The undersigned Applicant is/will be a Class A Contractor under Title 54.1-1100 of the Code of Virginia, as amended. The Applicant agrees to comply with and be bound by this Prequalification Procedure. The undersigned hereby agrees that the Prequalification Procedure does not constitute or give rise to any contract with Lynchburg City Schools.

The undersigned certifies under oath that the information contained in the Application, Qualification Statement, and Questionnaire and attachments thereto, and any other information submitted with this Application is complete, true, and correct so as not to be misleading or untruthful.

(Firm Name)	(Seal if Corporation)
(Address)	
(City, State, Zip Code)	
(Signature)	
(Title)	Date

NOTARY:

STATE of _____, County of _____.

Subscribed and sworn to before me this _____ day of _____, 2013.

Notary Public Signature

My Commission expires _____.

Notary Seal

ATTACHMENT F

ACTION PLAN

Due to the potential unforeseeable conditions and filed changes, which are inherent with such projects, it is probable that there will be disruptions to portions of the work to accommodate said conditions and changes. It is the Schools' intention to pre-qualify only Applicants who are prepared to adjust their working schedule, manpower, and equipment to accommodate such conditions, disruptions, and changes and to mitigate any and all costs and delays to the Schools associated therewith.

To demonstrate its commitment to this requirement and to elaborate on its planned construction method, each Applicant shall submit an action plan, outlining the specific steps it would take to mitigate costs, and time, associated with disruptions to any part of the work due to unforeseeable conditions and changes in the work, satisfactory to the Schools. The action plan shall include, but not be limited to:

- Applicant's plan to accommodate changes, additions, and disruptions to the extent practicable within the contract time.
- Applicant's technical resources to solve field problems.
- Applicant's plan to protect portions of finished work during work disruptions.
- Statement that the Applicant certifies that all steps necessary and possible to minimize additional costs to the Schools, which may result from disruptions in the work due to changes and unforeseen conditions, will be taken.
- Plan to address any and all long lead-time materials. List of equipment and or materials currently requiring long lead time, such as, but not limited to steel, brick, drywall, and windows.
- Safety plan.

ATTACHMENT G

MANAGEMENT PLAN

The contractor shall be responsible for all components of the work until acceptance by the Schools. The major work tasks necessary to complete the project are shown below:

Major Work Tasks

1. Structural Steel Fabrication and Installation
2. Electrical, Plumbing, and HVAC Systems
3. Fire Sprinkler and Suppression Systems, including Design
4. Site Grading, Utility Installation and Miscellaneous Site Work
5. Installation of Various Roofing Systems
6. Demolition

The Management Plan shall describe the general plan for meeting the management requirements of the total project. It shall include a description of the proposed methods for planning, organizing, scheduling, controlling, and coordinating the total construction effort.

As part of the Management Plan, the Applicant shall identify the senior level staff members who will have management responsibility for the work.

ATTACHMENT H

CONTRACTOR LICENSE

A statement of Applicant's ability to acquire a Virginia Class A Contractors License, if currently unlicensed, prior to bidding and a commitment to require that all affected subcontractors carry a Virginia Contractor's license, Class A, B, or C, as applicable.

If already licensed, provide a copy.

ATTACHMENT I

SURETY STATEMENT

1.1 Certify below that the Contractor will have sufficient financial ability to perform the contract that would result from such procurement; and if a bond is required to ensure performance of a contract, that the Contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type (100% Performance and Payment Bond) required by the public body; and shall be sufficient to establish the financial ability of such Contractor to perform the contract resulting from such procurement.

Yes _____ No _____

1.2 Surety:

1.2.1 Name of surety/bonding company:

1.2.2 Rating of surety/bonding company (according to Bests Key Rating Guide; list other recognized rating company if not from above.)

1.2.3 Name, address, and phone number of agent:

1.2.4 Current bonding capacity with a contract surety/bonding company:

1.2.4.1 For any single project:

1.2.4.2 For all projects:

1.2.4.3 Current line of bonding credit that company has extended to the Contractor (*i.e.*, current outstanding bonds).

1.2.5 Have Performance or Payment Bond claims been made to a surety for this Contractor on any project, past or present, within the last six years? If the answer is yes, please describe the claim, provide the name and address of the company or person making the claim, and state the resolution of the claim.

1.2.6 Has any company refused to bond the Contractor on any project in the last six years? If the answer is yes, provide the name and address of the surety company and specify the reasons given for the refusal:

ATTACHMENT J

SAFETY VIOLATIONS

Applicant's history regarding safety. List all safety violations levied against Applicant.

ATTACHMENT K

WORK BY CONTRACTOR

The Applicant will identify trades of the work to be performed with its own forces.