



**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
REQUEST FOR QUALIFICATIONS (RFQ)
RFQ #443882607-DBB**

Title/Delivery Method: Prequalification for Design-Bid-Build

Issue Date: October 29, 2025

Project Name: Slusher Hall Bathroom Renovation

Project Code: 26-777447

Commodity/Service: Construction Services

Issuing Agency & Address: Virginia Polytechnic Institute and State University
Procurement Department (0333)
North End Center, Suite 2100
300 Turner Street, NW
Blacksburg, VA 24061

Location of Work: Blacksburg, VA

Virginia Polytechnic Institute & State University ("Virginia Tech") will be prequalifying contractors for the Slusher Tower Bathroom Renovation ("Project") and is requesting Letters of Interest and Statements of Qualifications from interested Offerors for construction services.

The intent of this solicitation is to select qualified contractors ("Contractor(s)") deemed best suited by Virginia Tech to provide construction services for the proposed project. Upon completion of the RFQ process, the pre-qualified Contractors will receive the solicitation.

NO QUESTIONS WILL BE ANSWERED BY PHONE. All inquiries for information shall be submitted in writing by e-mail no later than Tuesday, **November 14 2:00 PM** to:

Name: Deirdre Curry
Title: Buyer Specialist
e-mail: currydr11@vt.edu
Phone: 540-231-4775

All responses to the emailed inquiries will be answered and posted to the eVA website and the Virginia Tech electronic submission portal ("Portal") as an addendum.

Sealed proposals for furnishing the services described herein will be received until **the date described in Section 3.A**. Proposals must reach the Portal by the stated deadline. Information on submitting to the Portal can be found below.

RFQ SIGNATURE PAGE

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Offerors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all Offerors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu.

Click on the opportunity and log in to your account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of Offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Offeror.

Attachments must be smaller than 50MB in order to be received by the University.

In compliance with this Request for Qualifications, including all provisions and appendices referenced herein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Submitting Offeror:

 _____ Zip: _____

FEIN/SSN # _____

Virginia Contractor License Number: _____

Date: _____

By _____
 (Signature in Ink)

Typed Name: _____

Title: _____

Telephone No. (_____) _____

1. **PROJECT DESCRIPTION:**

Renovation of existing Slusher Hall bathrooms which each currently consist of 4 water closets, 3 showers, 1 tub and one lavatory. The bathrooms are approximately 257 square feet. The new bathrooms will be approximately 520 square feet with 5 water closets, 5 showers and 2 lavatories with ADA accessible shower and water closet included in the total fixture count. This project will begin on May 18th, 2026. It is critical that the awarded contractor completes this project during the summer academic break. Substantial completion for this Project shall be on August 1, 2026. This Project will renovate bathrooms on floors 12, 11, 10 & 9. This Project will also demolish and enclose the 8th floor bathroom space. The 8th floor will transition the plumbing from the new bathrooms above to the old bathrooms below.

To facilitate the movement of construction personnel, equipment and materials, an exterior elevator will be erected on the north end of the tower against the adjacent stairwell. Access will be through the windows on the North Tower. The windows and the heating piping will be removed on the affected floors and replaced at the end of the project. Power will be made available for the external elevator by taking power from dryers via a disconnect outside the laundry room. A portion of the parking lot between Slusher Tower and Smyth Hall will be utilized as the awarded contractor's "laydown" area during this Project.

Additionally, Student Affairs Facilities & Operations PM Group will be undertaking a new HVAC project to supply future conditioning to the entire tower. Some of this work will also benefit the bathroom ventilation and coordination will be required between the HVAC and the bathroom contractors.

2. **JUSTIFICATION FOR DELIVERY METHOD:**

SECTION INTENTIONALLY REMOVED

3. **SUBMISSION REQUIREMENTS:**

- A. In order to submit responses to this Request for Qualifications, Offerors wishing to respond to this RFQ must do so by **2:00PM EST on Tuesday, December 2, 2025**. The submission must include any documentation referenced throughout the CO-16 and specified in **Section VIII of Appendix 1**.
- B. Qualification statements shall be submitted timely and, in the manner, listed above.
- C. Virginia Tech recognizes the possible existence of confidentiality agreements between an Offeror and previous clients and fully respects such agreements. Any information requested that is considered to be confidential between Offeror and a previous client shall be marked proprietary by Offeror.
- D. Virginia Tech reserves the right to visit the office(s) of an Offeror to verify any claim(s) made by an Offeror regarding staff, facilities, capabilities, qualifications and any other reasonable concerns that may arise on the part of Virginia Tech. In such an event, the Offeror must make every reasonable attempt to clarify any concerns expressed by Virginia Tech.
- E. Virginia Tech will not be responsible for any costs incurred by an Offeror in response to this RFQ.

- F. In the event Offeror discovers an error in its submission, attention may be drawn to the error by providing a written amendment to the initial Qualifications submission. All amendments shall be received by Virginia Tech on or before the date and time fixed for receipt of Qualifications. Offeror shall define who is authorized to approve amendments/changes. If an error is discovered after the time and date of receipt of the RFQ response, Offeror may withdraw from consideration, but the error correction will not be accepted by Virginia Tech.
- G. As noted above, Offerors may contact, in writing, the designated Virginia Tech point of contact for any required clarifications on this RFQ. Offerors are to refrain from contacting other Virginia Tech personnel for purposes of requesting tours or for any other purpose relating to the Project.
- H. Unsanctioned walk-throughs, whether conducted with or without staff accompaniment, are strictly prohibited and may lead to the disqualification of the respective Offeror. Furthermore, any dialogue pertaining to this RFQ is to be exclusively channeled through the Contracting Officer, and should not involve engagement with any other personnel affiliated with Virginia Tech, unless otherwise directed by the Contracting Officer. Failure to comply with these requirements may lead to Offeror's disqualification.

4. EVALUATION OF QUALIFICATIONS:

Offerors' qualifications (as submitted on the attached CO-16) will be evaluated against the criteria specified herein.

5. QUALIFICATION CRITERIA

A. BONDING:

- 1) **STANDARD BONDING:** Contractor can secure bonding for this project in an amount equal to or greater than the estimated construction cost from a surety company (1) listed in the United States Department of Treasury, Federal Register, **Circular 570: Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies**; and (2) licensed to transact surety business in the Commonwealth of Virginia.
- 2) **SELF-BONDING PROGRAM:** Contact Virginia Tech for additional details.
- 3) **CAPACITY:** The capacity the organization has to meet the project schedule and demands given its current workload.

B. EXPERIENCE AND PERFORMANCE ON PROJECTS OF SIMILAR SIZE AND SCOPE:

This includes consideration of references and client feedback from past and ongoing projects and a demonstrated ability to maintain project schedule and budget.

1) Firm Experience:

- a) The Contractor, or the Contractor's office responsible for this project, shall have successfully completed at least three (3) construction projects of similar or comparable scope within the past ten (10) years. These projects must demonstrate the Contractor's capability and familiarity with work of this nature, such as unique access requirements like exterior elevators or access systems, and multi-floor restroom renovations. The projects

submitted should be sufficiently comparable to allow the Agency to determine the Contractor's ability to manage and execute the scope of work described herein.

- b) The proposed team has worked together on at least one (1) Project in the last five (5) years of similar or comparable scope
- c) Has completed projects of similar scope within a defined critical timeframe.

2) Project Team/Staffing:

- a) The successful organization shall provide and maintain an experienced, professional project team that is tailored to the size, complexity and scope of work of the Project. It is recognized that the composition of the team will vary in response to the particular phases and needs of the Project. However, the Offeror is obligated to provide sufficient staffing with the qualifications required to expertly manage all construction activities relating to the Project at all times.
- b) By submitting a response, the Offeror agrees that no individual assigned to the Project shall be removed from the Project without the prior consent of Virginia Tech.
- c) If the Offeror wishes to reassign an individual from the team assigned to the Project to another Project, the Offeror must make a formal, written request to Virginia Tech and must verify that Virginia Tech has received the request not later than ten (10) working days prior to the intended date of reassignment.
- d) Virginia Tech will make the final, binding decision on a release from the Project of a member of the team not later than five (5) working days from the intended date of reassignment.
- e) The above process may be waived in cases of personal emergency or extreme personal hardship or duress. The burden of proving such conditions to Virginia Tech remains with the Offeror. In cases in which Virginia Tech requests the removal of a member of the team for the remainder of the duration of the Project, the Offeror's Project Manager or Principal-in-Charge will act upon such cases promptly and will, within seventy-two (72) hours, propose a replacement to Virginia Tech.

3) Key Personnel Experience:

- a) The following positions shall require at least three (3) projects in the last ten (10) years of similar or comparable scope, one of those within the past five (5) years:
 - i. Project Manager
 - ii. Superintendent

Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Project Manager and Superintendent is familiar with and capable of handling the project(s) described herein.

- b) In addition to the positions described above, describe how your firm would staff this project. The Proposal must include a description of the duties and responsibilities of all key Project team members and an organizational chart indicating the title or function of each individual and the reporting structure and functional relationships between the team members.
- c) Has completed projects of similar scope within a defined critical timeframe.

Virginia Tech may also consider other aspects of the qualifications statements as it deems appropriate in evaluating the responses.

6. **JUDGMENTS:**

Any judgment(s), whether one or several, entered against Contractor for breach of contract for construction within the past ten (10) years may be grounds for denying prequalification, at the agency's sole discretion, after due consideration of the date(s), amount(s), facts and circumstances.

7. **SUBSTANTIAL NON-COMPLIANCE:**

Any of the following may be grounds for denying prequalification, at Virginia Tech's sole discretion, after review and consideration of the dates, facts and circumstances.

The Contractor:

- A. In the last three (3) years has received **a final order for failure to abate or for a willful violation** by the US OSHA or by the Virginia Department of Labor and Industry or any other government agency; or
- B. Has **paid liquidated damages** for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or
- C. Has **paid actual damages** resulting from failure to complete a project by the contacted date on more than two (2) projects in the last five (5) years; or
- D. Has **been terminated** for cause on a contract in the last five (5) years; or
- E. Was **more than thirty (30) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years; or
- F. Has **received more than two (2) cure notices** on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years; or
- G. Has **had repeated instances** on a project of **installation and workmanship deviations which exceed the tolerances in the standards referenced** in the contract documents. Documentation of such instances shall be the written reports and records of the owner's representatives on the project; or
- H. Has **finally completed a project** more than 90 days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within Contractor's control. Documented delay of delivery of material necessary to perform remaining work or seasonal

conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation; or

- I. Has had **Performance or Payment Bond claims paid on its behalf** in the last three (3) years.
- J. Has been, or any officer, director, partner, or owner thereof been, in litigation, under investigation, or criminal indictment for wage theft on contracts by any Agency of the Commonwealth of Virginia, any public body or agency of another state, or any agency of the federal government.

8. **CONVICTIONS:**

Any of the following may be grounds for denying prequalification, at Virginia Tech's sole discretion, after review and consideration of the dates, facts and circumstances.

Contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years:

- 1) Has **been convicted** on charges relating to **conflicts of interest**;
- 2) Has **been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery;
- 3) Has **been convicted** on charges relating to **employment of illegal aliens** on construction projects.
- 4) Has **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.
- 5) Has **been fined or adjudicated** of having failed to abate a **citation for building code violations** by a court or a local building code appeals board.

9. **DEBARMENT & ENJOINMENT:**

The following may be grounds for denying prequalification, at Virginia Tech's sole discretion, after review and consideration of the dates, facts and circumstances:

Contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years: has been **debarred** or **enjoined** by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States or by any agency of another state.

10. **SMALL BUSINESS PARTICIPATION:**

A. All Project Solicitations:

- 1) Target Goal: Under Executive Order 35, July 3, 2019 Cabinet Secretaries and all executive branch agencies have been directed to continue and advance the following on a race and

gender-neutral basis: Exceed a target goal of 50% of all capital outlay spending with small businesses certified by DSBSD.

- 2) At the RFQ stage, Contractors will be evaluated based upon small business participation and compliance on previous projects; see the CO-16 for required information.
- 3) At the subsequent RFP or Bid stage, “short-listed” or pre-qualified Contractors will be required to submit additional small business information as stipulated in the solicitation. This will include a proposed small business participation percentage.
- 4) Large businesses are encouraged to mentor, partner with, and seek opportunities with small businesses. These opportunities include the subcontracting of both traditional trades (i.e.: mechanical, electrical, plumbing) and management/consulting services (i.e.: project management, site supervision, estimating, scheduling, value engineering, etc.)

11. **APPENDICES:**

Appendix 1: CO-16: Contractor’s Statement of Qualifications

Appendix 2: SCC Form Annex 6-J

Appendix 3: CO-16: Crosswalk of Firm and Key Personnel Experience

APPENDIX 1

CONTRACTOR'S STATEMENT OF QUALIFICATIONS

**Slusher Hall Bathroom Renovation
RFQ#: 443882607- DBB**

I. General Information

1. **Submit to:** Deirdre Curry
 Buyer Specialist
 Virginia Tech Procurement
 currydr11@vt.edu
2. **Name of Project:** Slusher Hall Bathroom Renovation
3. **Project Code:** 26-777447
4. **Prequalification for:** DBB
5. **Contractor's Name:** _____

Mailing Address:

Street Address: (If not the same as mailing address)___

Telephone Number: (____)_____

Website: _____

Contact Person:_____

Contact Person Phone Number: (____)_____

State Contractor's License Number:_____

Designated Employee Registered with the Virginia Board for Contractors:

Provide the name and title, direct telephone number (including extension), cellular telephone number and direct e-mail address of the highest-ranking individual within the organization that will have oversight responsibility for the organization's involvement with the Project (if not the designated contact person above):

If different from the location provided above, provide the organization's local or regional office information (including physical address, mailing address, telephone number, facsimile number and main e-mail address or website address) to be used in delivering the requested services to be provided on the Project:

Provide the number of years that the organization and proposing team has been providing services similar to those requested by this RFQ, including a delineation of this information for both the headquarters location and the local or regional office (as appropriate) that will be used in delivering the requested services on the Project.

6. Check type of organization:

☐ Corporation

 ☐ Partnership
☐ Individual

 ☐ Joint Venture
☐ Other (described): _____

If the Proposal is being made by a legal joint venture, the response must include the information required within this section of the Form CO-16 for both organizations that constitute the joint venture and a copy of the joint venture agreement must be attached. If Offeror intends to team with another firm, the teaming agreement must be included with the Qualifications.

7. If a corporation:

State of Incorporation: _____
 Date of Incorporation: _____
 Federal I.D. #: _____

<u>Officers</u>	<u>Name</u>	<u>Email & Phone</u>	<u>Years in Position</u>
Chief Executive Officer		E: P:	
Chief Financial Officer		E: P:	
President		E: P:	
Vice President		E: P:	
Secretary		E: P:	
Treasurer		E: P:	

Are you a Subchapter S Corporation? _____ Yes _____ No

8. If a partnership:
 Date organized: _____
 Type of partnership: _____
 List of General Partners: _____

<u>General Partners</u>	<u>Name</u>	<u>Email & Phone</u>	<u>Years in Position</u>
		E: P:	
		E: P:	
		E: P:	
		E: P:	
		E: P:	
		E: P:	

9. If individually owned:

Years in Business: _____

10. Have you ever operated under another name? _____ Yes _____ No

If yes:

Other name: _____

Number of years in business under this name: _____

State license number under this name: _____

10. Department of Small Business and Supplier Diversity (DSBSD) Certifications

Check all that apply:

	Type of Business	DSBSD Cert No.
<input type="checkbox"/>	Micro Business	
<input type="checkbox"/>	Small Business	
<input type="checkbox"/>	Woman Owned Business	
<input type="checkbox"/>	Minority Owned Business	
<input type="checkbox"/>	Service Disabled Veteran Owned Business	

II. Bonding

Provide a letter from your surety company listing your organization's current single Project and total Projects bonding capacity, including such information for the local or regional office that will be used in delivering the services to be provided on the Project (if the local or regional office is separately bonded); attach this letter to the Form CO-16. For projects that are applying for bonding under the Self-Bonding Program, contact Virginia Tech for submission requirements.

1. Bonding Company's name: _____

Address: _____

Representative (Attorney-in-fact): _____

2. Is the Bonding Company listed on the United States Department of the Treasury list of acceptable surety corporations?

_____ Yes _____ No

Provide proof of inclusion on list of United States Department of the Treasury's acceptable surety corporations.

3. Is the Bonding Company licensed to transact fidelity and surety business in the Commonwealth of Virginia?

_____ Yes _____ No

Provide proof of inclusion on list of United States Department of the Treasury's acceptable surety corporations.

III. **Judgments**

In the last ten (10) years, has your organization, or any officer, director, partner or owner, had judgments entered against it or them for the breach of contracts for construction?

_____ Yes _____ No

If yes, please on a separate attachment, 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.

IV. **Convictions and Debarment**

If you answer yes to any of the following, on a separate attachment, 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.

1. In the last ten years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:
 - a. 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?
 _____ Yes _____ No
 - b. Ever been found guilty on charges relating to conflicts of interest?
 _____ Yes _____ No
 - c. Ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?
 _____ Yes _____ No
 - d. 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?
 _____ Yes _____ No
 - e. Ever been convicted on charges relating to employment of illegal aliens on construction projects?

_____ Yes _____ No

2. Is your organization or any officer, director, partner or owner currently debarred or enjoined from doing federal, state or local government work for any reason?
_____ Yes _____ No
3. Has your organization or any officer, director, partner or owner ever been debarred or enjoined from doing federal, state or local government work for any reason?
_____ Yes _____ No

V. Compliance

If you answer yes to any of the following, on a separate attachment 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.

1. Has your organization:
 - a. Ever been terminated on a contract for cause?
_____ Yes _____ No
 - b. Within the last five (5) years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?
_____ Yes _____ No
2. Has your organization, in the last three (3) 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?
_____ Yes _____ No
3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?
_____ Yes _____ No
4. Has your organization been **more than thirty (30) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damages provision on more than two (2) projects in the last three (3) years?
_____ Yes _____ No
5. Has your organization **finally completed a project** more than ninety (90) days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the Offeror's control? Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in litigation.
_____ Yes _____ No

6. Has your organization **received more than two (2) cure notices** on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years?
 _____ Yes _____ No
7. Has your organization **had repeated instances** on a project of **installation and workmanship deviations which exceed the tolerances of the standards referenced** in the contract documents? Documentation of such instances shall be the written reports and records of the Owner's representatives on the project.
 _____ Yes _____ No

VI. Experience

If your organization has multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Attach a list of all construction projects similar in scope to the subject project, giving address, size, and dollar value for each that your team has **completed** in the last ten (10) years. Provide for each, the name, address, and phone number, for the Owner's and Architect's contact or representative.
2. Attach a list of your organization's projects in **progress**, if any, at the time of this statement. At a minimum, provide project names and addresses, contract amounts, percentages complete and contact names and numbers for the architects and owners.
3. If this statement is for a particular project, identify three projects from those listed in 1 and 2 above which are most relevant or similar to the project(s) for which you are seeking prequalification; these projects are designated as your "Firm's Representative Projects". For each, provide the information listed below, as well as complete the [CO-16 Crosswalk of Firm and Key Personnel Experience](#):

Project Name:
 Project Address:
 Size of Project:
 Owner's Name:
 Address:
 Phone Number:
 Contact:
 Final or Current Contract Amount:
 Completion Year:
 Project Description:

4. Describe the capacity the organization has to meet the project schedule and demands. Include an analysis of current workload.
5. Describe how your firm would staff this project. The Proposal must include a description of the duties and responsibilities of all key Project team members and an organizational chart indicating the title or function of each individual and the reporting structure and functional relationships between the team members.

6. Personnel experience: For all designated key personnel (i.e.: project manager, superintendent, etc.), describe the background and experience that would qualify him or her to serve successfully on this project. For all key personnel to be assigned to this project, provide as an attachment a resume which includes:
 - a. Title (Principal, Project Manager, Superintendent, etc.).
 - b. Number of years of experience in the construction industry.
 - c. Summary of education, including the name(s) of the institution(s) from which the individual graduated and the year(s) of graduation.
 - d. Listing of professional registrations, including registration numbers and dates that the respective registrations were first obtained, per state, along with any certifications relevant to the individual's proposed function on this project.
 - e. List of any professional / trade organization affiliations and associations in which the individual actively participates.
 - f. Identification of at least three (3) similar or comparable projects on which each proposed key personnel have served in that capacity or positions of similar or comparable responsibility within the last ten (10) years, including at least one of those within the last five (5) years. For these three (3) projects, if the project is NOT a "Firm Representative Project" for which this information was previously provided above, then provide the names, addresses, and phone numbers of the Owner's and Architect's contact person for each that can be contacted to obtain an assessment of the individual's competencies and capabilities for the project.
 - g. Project Name:
 - h. Project Address:
 - i. Owner's Name:
 - a. Address:
 - b. Phone Number:
 - c. Contact:
 - j. Architect's Name:
 - a. Address:
 - b. Phone Number:
 - c. Contact:

VII. Small Business Participation on Previous Projects

For the most recent three (3) projects you have completed, provide:

PROJECT #1

Project Name: _____

Project Address: _____

Owner's Name: _____

Address:

Phone Number: _____

Contact: _____

Contact Email: _____

Small Business Participation percentage proposed: _____

Small Business Participation percentage achieved: _____

PROJECT #2

Project Name: _____

Project Address: _____

Owner's Name: _____

Address:

Phone Number: _____

Contact: _____

Contact Email: _____

Small Business Participation percentage proposed: _____

Small Business Participation percentage achieved: _____

PROJECT #3

Project Name: _____

Project Address: _____

Owner's Name: _____

Address:

Phone Number: _____

Contact: _____

Contact Email: _____

Small Business Participation percentage proposed: _____

Small Business Participation percentage achieved: _____

Attachments (to be provided by Offeror):

1. Cover Letter
2. Fully completed and signed RFQ Signature Page
3. As applicable:
 - a. For Standard Bonding: Surety Statement of Bonding Eligibility
 - b. For Self-Bonding Program: Contact Virginia Tech for submission requirements.
4. Additional information, if any, provided under CO-16 Sections III, IV, and V
5. Information required under CO-16 Section VI (i.e.: Project Listings, Organization Chart, Key Personnel Resumes, completed CO-16 Crosswalk of Firm and Key Personnel Experiences, etc.)
6. Completed SCC form Annex 6-J

7. Proof of Class A Contractors Licensure

8. eVA Registration form

VIII. Signatures

The undersigned certifies under oath that the information contained in this Statement of Qualifications and appendices hereto is complete, true and correct as of the date of this Statement.

(Printed/Typed Name of entity submitting this Statement of Qualifications)

By: _____
(Signature)

(Printed/Typed Name)

Title: _____

Date: _____

Notary

State of _____)
County/City of _____)§

THE FOREGOING INSTRUMENT subscribed and sworn to before me this _____ day of _____, 20____, by _____.

My commission expires:

Notary Public Signature

Registration Number:

Notary Seal:

APPENDIX 2

SCC FORM ANNEX 6-J

Annex 6-J

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The bidder:

- ☐ is a corporation or other business entity with the following SCC identification number: _____ **-OR-**
- ☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
- ☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

APPENDIX 3

CROSSWALK OF FIRM AND KEY PERSONNEL EXPERIENCE

CO-16 Crosswalk of Firm and Key Personnel Experience

1. The purpose of this tab is to summarize key data from the firm's most relevant, representative projects.

2. It is intended that "Firm Representative Projects" at the first tab be completed before "Key Personnel Experience" at the second tab.

3. It is also intended to "crosswalk" or highlight the experience of the key personnel for our project on these firm representative projects (see last column).

4. The sample data provided at "project 1" is nominal and does not represent an actual project; it is for illustrative purposes only.

5. Note how the key personnel participation examples (see last column on this tab) on these "firm representative projects" crosswalks to the "key personnel" experience at next tab.

SEE DATA REQUIRED AT MULTIPLE TABS!!

Firm's Representative Projects	Firm's Role in Project	Project Delivery Method	Pre-Construction Services Provided?	Project Size	Project Similarities	Project Status and Schedule	Project Cost Data	Non-Owner Requested Change Orders	KEY PERSONNEL PARTICIPATION IN FIRM'S REPRESENTATIVE PROJECTS
LIST A MAXIMUM OF 3 PROJECTS ON THIS FORM; THESE 3 PROJECTS SHOULD BE THE SAME 3 PROJECTS LISTED IN THE RFQ, PARA VI.3 (EXPERIENCE) OF THE CO-16 THAT BEST DEMONSTRATE YOUR FIRM'S RELEVANT QUALIFICATIONS. Provide the project's name, location, and function (i.e.: office/admin, higher education instructional, etc).	Provide your firm's role in this project (i.e.: CM, prime/GC, or sub).	Enter CM for Construction Management at Risk, D-B for Design-Build, D-B-B for Design-Bid-Build, or other appropriate description.	FOR CM@RISK ONLY: Were preconstruction services provided? (Enter YES or NO or N/A if not CM.)	Provide the size in SF (new and/or renovated) and # parking spaces in a deck (if any).	Succinctly describe how the referenced project is similar/relevant to our project.	Enter % construction complete. if complete, identify the original substantial completion date (at contract award); the actual substantial completion date (at owner acceptance); the number of months late or early, and the % late or early. If not yet completed, enter the required contract completion date.	Enter original contract value (GMP for CM) at award; current or final (at owner acceptance) contract value; \$ growth; % growth; and total number of change orders.	Enter the number and value of all NON-OWNER requested change orders, disputes or claims.	Provide the names of any key personnel for our project who ALSO participated in the firm's referenced project. At a minimum, key personnel must include Project Manager, Superintendent, and Preconstruction Services Manager(CM@RISK ONLY). Provide the role and the # of months they participated on this firm representative project.
(DATA ON THIS NOMINAL PROJECT FOR ILLUSTRATIVE PURPOSES ONLY.) Project 1: Construct addition to the VA Museum of Fine Arts, Richmond, VA, to provide additional office, educational, museum spaces.	CM	CM	YES	25,000 SF (new); 5,000 SF (renov); 200 spaces.	The project involved a similar-sized addition to the existing museum which had to remain in operation during construction; the site was very constrained; similar educational, admin, and museum spaces were provided.	100%. 1 Jan 2010; 1 Apr 2010; 3 months growth; 15% growth.	25M; 30M; 5M; 25% growth; 5 change orders.	1, \$500k.	Jones (Project Manager; 24 months); Smith (Superintendent, 18 months); Reed (Preconstruction Services Manager, 9 months)
Enter Project 2 Data on this row.									Jones (Project Manager; 12 months); Smith (Superintendent, 12 months)
Enter Project 3 Data on this row.									Reed (Preconstruction Services Manager, 6 months)

SEE DATA REQUIRED AT MULTIPLE TABS!!

(04/15)

CO-16 Crosswalk of Firm and Key Personnel Experience

- SEE DATA REQUIRED AT MULTIPLE TABS!!**

The data in the "role" though the "non-owner requested change orders" columns is ONLY required for projects that are NOT one of the 3 firm representative projects listed on the previous tab.

[illegible]