



ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VA 22201  
(703) 228-3410

REQUEST FOR QUALIFICATIONS NO. 24-DES-RFQ-638

FOR: BALLSTON-MU METRORAIL STATION WEST ENTRANCE

ELECTRONIC SEALED APPLICATIONS WILL BE RECEIVED BY ARLINGTON COUNTY VIA VENDOR REGISTRY UNTIL 1:00 P.M. ON THE 17<sup>TH</sup> DAY OF JUNE 2024. VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS REQUEST FOR QUALIFICATIONS. NO RESPONSE WILL BE ACCEPTED AFTER THE APPLICATION DUE DATE AND TIME.

The County will not publicly open the Applications.

**PRE-APPLICATION CONFERENCE**

[Join the meeting now](#)

Meeting ID: 294 790 844 665

Passcode: BtzvpL

**Dial in by phone**

[+1 347-973-6905, 663748551#](#) United States, New York City

[Find a local number](#)

Phone conference ID: 663 748 551#

A virtual non-mandatory pre-application conference will be held at **9:00 a.m., May 21, 2024**, on Microsoft Teams to allow potential Applicants an opportunity to obtain clarification of the requirements of the solicitation. To join the meeting, please click the link above or join by dialing +1 347-973-6905 and entering Conference ID 663 748 551#. **ATTENDANCE AT THE PRE-APPLICATION CONFERENCE IS OPTIONAL.** The County will record minutes of the pre-application conference which may be incorporated into the solicitation documents through an Addendum. Interested Applicants are, however, urged to attend.

Arlington County, Virginia  
Office of the Purchasing Agent

Tomeka D. Price, VCO, VCA  
Procurement Officer  
[tprice@arlingtonva.us](mailto:tprice@arlingtonva.us)

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## I. INSTRUCTIONS TO APPLICANTS

### 1. GENERAL

Potential Offerors interested in serving as the Design-Builder for the Ballston West Entrance must first apply to be prequalified. This Request for Qualifications is the first phase of a two-phase procurement process. The County will evaluate applications based on the identified evaluation criteria and will select those Applicants it deems qualified. Only those Applicants deemed qualified will be invited to submit a proposal in response to a detailed Request for Proposals (“RFP”), which will be issued in the second phase of the procurement process.

The County is not responsible for any costs Applicants incur in this procurement process. All materials submitted by Applicants become the property of the County and will not be returned. The County reserves the right to modify, suspend, or cancel this procurement at any time in its sole discretion.

### 2. QUESTIONS AND ADDENDA

APPLICANTS MUST BE REGISTERED IN VENDOR REGISTRY TO SUBMIT A QUESTION FOR THIS REQUEST FOR QUALIFICATIONS.

All communications relating to this solicitation must be submitted online using Vendor Registry for a question to be considered; the question must be entered in the Question Section of **RFQ No. 24-DES-RFQ-638**. Applicants must be registered to respond and/or submit questions to this RFQ. Prior to the award of a contract resulting from the RFP, which will be issued in the second phase of the procurement process, Applicants are prohibited from contacting any County staff other than those assigned to the Office of the Purchasing Agent.

#### **RFQ No. 24-DES-RFQ-638 – TENTATIVE SCHEDULE**

RFQ ISSUANCE	MAY 15, 2024
OPTIONAL PRE-APPLICATION CONFERENCE	MAY 21, 2024, at 9:00 a.m.
QUESTION DEADLINE	MAY 28, 2024, at 5:00 p.m.
<b>APPLICATIONS DUE</b>	<b>JUNE 17, 2024, at 1:00 p.m.</b>

**QUESTIONS REGARDING THE ORIGINAL SOLICITATION MUST BE SUBMITTED BY MAY 28, 2024, AT 5:00 P.M. EASTERN TIME TO BE CONSIDERED. ALL QUESTIONS RECEIVED BY THE QUESTION DEADLINE WILL BE RESPONDED TO WITHIN VENDOR REGISTRY AND POSTED FOR ALL APPLICANTS. THE SYSTEM WILL NOT ACCEPT ANY QUESTIONS AFTER THIS DATE AND TIME.**

If any questions or responses require revisions to this solicitation, such revisions will be by formal Addendum only. Applicants are cautioned not to rely on any written, electronic, or oral representations made by any County representative or other person, including the County’s technical contact, that appear to change any portion of the solicitation, unless the change is ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

### 3. COMPETITIVE NEGOTIATION FOR NON-PROFESSIONAL SERVICES

This solicitation is a Request for Qualification for the acquisition of construction on a fixed-price or not-to-exceed price construction management basis, as defined in the Arlington County Purchasing Resolution.

**4. PREVAILING WAGE CONTRACT FOR CONSTRUCTION SERVICES**

The construction services resulting from the subsequent RFP are subject to Prevailing Wage provisions covered under Article 4-104 of the Arlington County Purchasing Resolution. All employees of any contractor or any subcontractor working on the contract shall be paid wages, salaries, benefits, and other remuneration at or above the craft or trade category prevailing wage rate indicated by Virginia Commissioner of Labor and Industry (DOLI) and as listed in the contract. The County will request from DOLI a wage determination at solicitation posting and a final wage determination at contract award. If the final wage determination changes at contract award, the Applicant shall submit their revised proposal pricing to comply with the final wage determination from DOLI. By submitting a response to the solicitation, the Applicant certifies that it will comply with this provision and will ensure that its subcontractors, if any, also comply with the prevailing wage provisions. (Refer to draft Contract Terms and Conditions for further Prevailing Wage details specific to this solicitation/contract.)

**5. VIRGINIA CONTRACTOR LICENSE**

For all work that is classified as being performed by "Contractors" as defined by the Virginia State Board for Contractors, a Class A License is required. The Offeror awarded the contract resulting from this solicitation is required under Title 54.1, Chapter 11, Code of Virginia, as amended, to be licensed as a "CLASS A CONTRACTOR."

For further information, contact the State Board for Contractors, 2 South Ninth Street, Richmond, VA 23219, (804) 367-8511.

**6. NOTICE REQUIRED OF SUBSTANTIAL CHANGES IN BONDING STATUS**

If an Applicant experiences a material change in its bonding status or corporate structure after applying for prequalification and before the award of the contract for the Project, if applicable, the Applicant must notify the County of the change in writing within five business days. If the Applicant fails to do so, the County may rescind the Applicant's prequalification or reject the Applicant's proposal.

**7. AUTHORITY TO TRANSACT BUSINESS**

Any Applicant organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership must be authorized to transact business in the Commonwealth of Virginia 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. The proper and full legal name of the entity and the identification number issued to the Applicant by the Virginia State Corporation Commission must be included on the Proposal Form. Any Applicant that is not required to be authorized to transact business in the Commonwealth must include in its proposal a statement describing why the Applicant is not required to be so authorized. The County may require an Applicant to provide documentation that 1) clearly identifies the complete name and legal form of the entity and 2) establishes that the entity is authorized by the State Corporation Commission to transact business in the Commonwealth of Virginia. Failure of an Applicant to provide such documentation will be grounds for rejection of the proposal or cancellation of any award. For further information, refer to the Commonwealth of Virginia State Corporation Commission website at [www.scc.virginia.gov](http://www.scc.virginia.gov).

**8. NOTICE OF PREQUALIFICATION DECISION**

When the County has made a decision in regards to prequalifying the Applicants, the County will send a Notice of Prequalification Decision to all Applicants using the e-mail addresses provided on the Application Form.

## II. SCOPE OF WORK

### PROJECT DESCRIPTION

The intent of this solicitation is to prequalify a Design Builder (“DB”) who will then be eligible to submit a proposal to design and construct a street entrance and an underground passage leading to a mezzanine. The street entrance and an underground passage leading to a mezzanine, which will be in the west service area of the station and at the west end of the station vault. The street entrance will be connected to the passageway with stairs and elevators. The passageway will include a fare collection area and other facilities. The passageway will enter the station at the west service area of the station and then through the station end wall to a new mezzanine. There will be stairs and elevators from the mezzanine to the platform level. The DB shall design relocation of equipment presently located in the west service area of the station and complete demolition work necessary to reestablish the entrance well-way at the Ballston-MU Metrorail station, located at the intersection of North Fairfax Drive and North Vermont Street and provide construction administration services (“hereinafter referred to as the “Project” or “Ballston West Entrance”). The new entrance will impact the design relocation of equipment presently located in the west service area of the station. The entrance well-way was constructed with the construction of the Arlington Gateway building, located on the southwest corner of the Vermont St. / Fairfax Dr. intersection. Some demolition work will be necessary to reestablish the entrance well-way.

The work will be done in phases:

- Phase 1 includes the part of the passage parallel with and adjacent to the proposed new building located at 4420 N. Fairfax Drive.
- Phase 2 includes taking the passageway under the eastbound lanes of Fairfax Drive to the station service rooms.
- Phase 3 includes the work inside the station itself.

Given the congestion of the surface area, the DB must navigate limited work and storage spaces. The work within the station will operate under the operational conditions set forth by the Washington Metropolitan Area Transit Authority (WMATA). Additionally, close coordination with the developer (to be determined) is essential, as they may be concurrently constructing a replacement building at 4420 N. Fairfax Drive, adjacent to the east-west portion of the passageway.

The project will be funded by a combination of Commonwealth of Virginia grants and local funding. Arlington County’s current proposed Capital Improvement Program value for this project is approximately \$150 million.

### BACKGROUND

The DB shall design and construct the Ballston West Entrance to enhance access to the Ballston Metro Station from the Glebe Road area, facilitate an increase in rail ridership, and improve emergency egress. WMATA will own, operate, and maintain the new facility. All design work shall be consistent with the most current applicable [WMATA design criteria and standards, specifications](#), and sustainability initiatives, including the use of Envision, applicable local and state standards, and Americans with Disabilities Act (ADA) and other Federal standards, as required. WMATA shall participate in the review of the plans as well as comment upon or request changes to the plans and specifications to the extent required by the [ACPM and CAD Manual](#). Additional details will be provided with the full Request for Proposals (RFP).

**NOTE:** STV, Inc. will not be allowed to participate as a Design-Build team member due to a conflict of interest.

The County will manage the design and construction of the project in coordination with WMATA.

The County will manage the DB's work and designate a Project Officer who will be responsible for overall coordination and communications of all project elements, internal and external to the County, including WMATA and the developer.

### **SCOPE OF SERVICES**

The DB shall provide all expertise, labor, and resources for the complete design and construction of a second entrance to the Ballston-MU Metrorail station on the west side. The DB will design and construct the Project using an integrated team of design and construction professionals through the Lead Designer (LD) and Lead Contractor (LC). The following key personnel are required for the Project:

1. Design Build Project Manager
2. Quality Control Manager
3. Design Manager
4. Pre-Construction Manager
5. Construction Manager

The DB shall be responsible for the following:

- Prepare all design and construction documents, including plans, technical specifications, cost estimates, and schedules, in accordance with WMATA required CAD format, state and county stormwater and erosion and sediment control requirements, all applicable state funding agencies' requirements, and all other appropriate local requirements.
- Prepare and transmit document submittals; respond to Arlington County and WMATA questions and requests; and resolve all design review comments.
- Review and adopt applicable criteria, codes, and regulations, including but not limited to National Fire Protection Association (NFPA) standards, Americans with Disabilities Act (ADA) rules, and all appropriate state and local agencies and utility companies.
- Submit completed design drawings and prepare permit applications necessary to obtain regulatory approval required for building permits. The County will be responsible for all fees needed to obtain permits.
- Prepare complete and final design documents, drawings, specifications, and construction cost estimates ready for subsequent use in soliciting and contracting for the construction of all work.
- Provide the County with all project documents submitted for review and all documents subsequently approved by the County Project Officer using e-Builder, which is to serve as the default database for all project documentation.
- Provide construction administration services during the construction phase of the project.

**SCHEDULE**

Below is the tentative Project schedule:

RFQ Release	May 2024
Notification of Pre-Qualified Applicants	September 2024
RFP Release	December 2024
RFP Award Date	August 2025
Final Completion	August 2029

### III. APPLICATION REQUIREMENTS

#### 1. GENERAL

**APPLICATIONS MUST BE SUBMITTED FULLY EXECUTED. FAILURE TO SUBMIT AN APPLICATION WITH A FULLY COMPLETED PROPOSAL FORM USING THE APPLICATION FORM PROVIDED IN THIS SOLICITATION MAY BE CAUSE FOR REJECTION OF THE APPLICATION.** THE APPLICATION FORM MUST BE SIGNED BY A PERSON LEGALLY AUTHORIZED TO BIND THE APPLICANT.

The Application must address the Application Submittal Elements below, in the order listed, and must not exceed the stated page limitations. The Application must be single-spaced, and the type size must not be less than 10-point.

#### 2. APPLICATION FORM SUBMISSION

The submitted Application Form must be signed and fully executed. The Application Form must be submitted electronically via Vendor Registry no later than the date and time specified in this solicitation. The Vendor Registry system will not accept responses after the close date and time. **The County will not accept emailed or faxed applications.**

The Applicant name on the electronic application submittal shall be the same as the Contractor/Vendor name as the registration in Vendor Registry for the upload to be considered a valid response. **ONLY ELECTRONIC SUBMISSION IS ALLOWED; NO APPLICATION SUBMITTED OTHER THAN A VENDOR REGISTRY ELECTRONIC UPLOAD WILL BE ACCEPTED. Arlington County is not responsible for late submissions, missed Addendums, or questions not submitted before the end date and time.**

Timely submission is solely the responsibility of the Applicant. The Vendor Registry System will not accept applications after the publicly posted date and time. An application may be rejected if the Application Form is not signed in the designated space by a person authorized to legally bind the Applicant.

Applications and all documents uploaded/submitted to Arlington County by an Applicant become the property of the County upon receipt.

The County may reject any application that modifies or supplements the solicitation requirements.

#### 3. APPLICATION STANDARDS

Applications submitted in response to this solicitation should be accurate, grammatically correct, and not contain spelling errors. Submitted applications must contain the following sections listed in the order below:

- I. APPLICATION FORM
- II. PREQUALIFICATION STATEMENT
- III. PROPOSED PROJECT TEAM
- IV. SURETY STATEMENT
- V. PROJECT SPECIFIC QUALIFICATIONS
- VI. STATEMENT REGARDING JUDGMENTS
- VII. STATEMENT REGARDING COMPLIANCE
- VIII. STATEMENT REGARDING CONVICTIONS
- IX. STATEMENT REGARDING DEBARMENTS
- X. VIRGINIA CONTRACTOR LICENSE



**4. UNNECESSARILY ELABORATE RESPONSES**

The County may view unnecessarily elaborate brochures or other presentations, including elaborate or expensive artwork, paper, bindings, and visual and other presentations, as an indication of the Applicant's lack of cost consciousness.

**5. EVALUATION CRITERIA**

The County will be evaluating applications for compliance with items I. through X. under paragraph 6. Prequalification Application Submittal Elements below. Only applications that comply with all requirements will be deemed prequalified.

**6. PREQUALIFICATION APPLICATION SUBMITTAL ELEMENTS:**

Applicants must submit Attachments A – J of the solicitation, except Attachment C, if used as a guide. **Note: The Applicant and any company proposed under the leadership of the Design-Build team should also submit Attachments A -J.**

**I. QUALIFICATION APPLICATION FORMS:** Applicants must submit Attachments A and B.

**II. PREQUALIFICATION STATEMENT:** The Applicant must complete and submit Attachment B. If the Design-Build Team includes multiple firms, an Attachment B. Individual Prequalification Statement shall also be submitted for each firm on the team.

**III. PROPOSED PROJECT TEAM:**

**A. Key Personnel:**

In order for the Applicant to be prequalified to serve as the DB for this Project, the Applicant must have successfully worked together with the proposed team on projects of similar size and scope. Resumes and qualifications shall be submitted for all key personnel listed below (*maximum of two pages for each key personnel*). Resumes shall include, at a minimum, the following:

- Academic and professional qualifications
- Professional registration (as applicable)
- Office location
- Total years of experience
- Total years of experience with current firm
- Experience as it relates to the Project and to the individual's specified role

***For the Design-Build Project Manager, Design Manager, Pre-Construction Manager, and Construction Manager, the Applicant shall also submit the key personnel's current list of assignments and duration and two (2) references (name, organization, phone number, and e-mail address) from previous project experience.***

Key personnel's job duties and responsibilities shall not be delegated to others for the duration of the Design-Build Contract. The key personnel shall be employed full-time by the respective firms at the time of the RFQ application.

Applicants are advised that all key personnel identified shall remain on the team for the duration of the procurement process, and if awarded the Contract, the Key Personnel shall remain on the Team for the duration of the Contract. Any change in Key Personnel must be

made in writing and approved before the change occurs and shall meet or exceed the qualifications and experience of the existing key personnel. Key Personnel and subsequent changes shall be approved at the sole discretion of the County.

The Applicant shall identify five key personnel as follows. **Note:** The Applicant may propose the same person for multiple key personnel positions. However, **the Quality Control (QC) team shall have a clear separation and independence from other design and construction activities.**

1. **Design Build Project Manager (DBPM):** The DBPM shall be responsible for the overall Project design and construction and shall have the necessary expertise and experience required to supervise and exercise a degree of control of the Work. Work comprises all design, construction, quality management, contract administration, and other services required by the Contract Documents, including procuring and furnishing all materials, equipment, services, and labor reasonably inferable from the Contract Documents in a timely manner. The DPBM should be capable of answering questions/inquiries relevant to the Project. The DBPM shall meet the DB's obligations under the Contract and avoid and resolve disputes. The DBPM shall have five or more years of experience, including design-build experience in transit-related or WMATA projects.
2. **Quality Control Manager (QCM):** The QCM shall be responsible for implementation of the DB quality control (QC) plan for the Project. The QC plan will document QC procedures for all DB submittals, materials, and construction. The QCM will ensure that all work and materials, testing, and sampling are performed in conformance with the Contract requirements and the approved construction plans and specifications. Quality Assurance (QA) during construction activities will be provided by Arlington County (through the Program Manager). The QCM shall not be involved in the Project's construction operations. This individual shall have five or greater years of experience in a similar role for transit related or WMATA projects and shall be a registered, licensed Professional Engineer in the Commonwealth of Virginia or show the capability of achieving registration through reciprocity prior to the start of the Project.
3. **Design Manager (DM):** The DM shall be responsible for coordinating the individual design disciplines and ensuring that the overall Project design is in conformance with the Contract Documents. The DM shall be responsible for establishing and overseeing a QA/QC program for all pertinent disciplines involved in the design of the Project, including review of design, working plans, shop drawings, specifications, and constructability for the Project. The DM shall also be responsible for ensuring that the design meets the needs of the County, including addressing County and Program Manager comments on design submittals. This individual shall be a registered, licensed, Professional Engineer in the Commonwealth of Virginia. The DM must have five or more years of experience, including some experience with transit related or WMATA Projects.
4. **Pre-Construction Manager (PCM):** The PCM shall coordinate the non-design efforts during the pre-construction phase of the Project (prior to the establishment of a

GMP). Responsibilities include coordinating maintenance of plant operations, estimating, value engineering, constructability, procurement of subcontractors, schedule, commissioning and start-up planning, and other pre-construction efforts. The PCM shall have five or more years of experience, including design-build experience with transit-related or WMATA Projects.

5. **Construction Manager (CM):** The CM will be required to be on the Project site for the duration of construction operations and shall be responsible for managing the construction process. The CM shall ensure that the materials used, and work performed meet Contract requirements and the “approved for construction” plans and specifications. The CM shall be the Applicant’s single point of responsibility for all field-related activities, including maintenance of plant operations, trade and subcontractor coordination, and field engineering. The CM shall have five or more years of experience, including design-build experience with transit-related or WMATA Projects.

**B. Organizational Chart and Narrative:**

The Applicant shall furnish an organizational chart showing the “chain of command” of all companies, including individuals responsible for pertinent disciplines proposed on the Design-Build team. The chart must identify the major functions to be performed and their reporting relationships in managing, designing, and constructing the Project. The team proposed by the Applicant including the LC, the LD, Key Personnel, subcontractor and /or sub-consultant, and other individuals identified on the organizational chart shall remain on the Offeror’s team for the duration of the Design-Build Contract.

Additionally, the Applicant shall furnish a narrative (a maximum of two pages) describing the functional relationships and communication among participants, including design and construction team interaction throughout the Project.

- IV. SURETY STATEMENT:** The Applicant must have sufficient financial ability to perform the contract that will result from this procurement.

*The Applicant must provide, on a Surety’s letterhead, a signed Surety Statement that indicates that the Surety knows of no reason why the Surety could not provide bid, performance and payment bonds in the amount of 100% of the Project Cost for the Applicant in connection with the Project. The letter must also state that the Surety has certificates of authority as an acceptable surety authorized to do business in the Commonwealth of Virginia, as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570. The Surety may use Attachment C as a guide.*

**V. PROJECT SPECIFIC QUALIFICATIONS:**

Unless specified otherwise, all projects listed as qualifying experience for items must have been performed by the Applicant, its affiliate, or a subsidiary company to qualify. The Applicant shall use **Attachment D** to document their project-specific experience.

**Note:** *The Applicant must use a separate Attachment D form for each project listed and may also attach supplemental information on the projects. Supplemental information shall be no*

*more than two pages per project. Use the Attachment E form as a cover sheet for the reference projects to indicate which projects are used to qualify under specific experience requirements.*

Using **Attachment D**, Applicants shall provide a list and description of no more than 7 representative projects that demonstrate the Applicant's team experience.

Applicants are encouraged to submit representative projects to qualify for multiple project experience requirements. Representative projects do not have to be completed, but at least three (3) projects must be substantially complete. Projects substantially completed prior to July 1, 2014, will not be considered.

Applicants are encouraged to submit projects where the LC and LD have previously worked together. Applicants shall also indicate if any other Key Personnel worked on the representative project. Applicants are also encouraged to submit projects with technical scopes most similar to this Project.

The representative projects must include all of the following elements:

- LC and LD must have participated in at least three (3) alternative delivery projects, each with a construction value of \$80 million or greater.
- LC must have constructed a minimum of two (2) transit or WMATA projects, with one (1) requiring deep excavation and utility relocation.

Clients (including owners, designers, construction managers, and/or owner's representatives) may be contacted to confirm the Applicant's performance, workmanship, quality, and ability to meet scheduled completion dates and budget at any time during the procurement process. All reference clients' phone numbers and e-mail addresses must be valid. Any references which include invalid phone numbers or e-mail addresses may be considered as non-responsive.

- VI. STATEMENT REGARDING JUDGMENTS:** The Applicant or any officer, director, or owner thereof must not have had judgments entered against him/her within the past ten years from the date of issuance of this solicitation for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management.

*The Applicant shall include a certification to that effect or provide a detailed explanation on a separate sheet, if necessary.*

- VII. STATEMENT REGARDING COMPLIANCE:** The Applicant must not have been in substantial noncompliance (without good cause) with the terms and conditions of prior construction contracts with the County, or, if the County has not contracted with the Applicant in any prior construction contracts, of comparable construction contracts with another public body.

*The Applicant shall include a certification to that effect or provide a detailed explanation on a separate sheet, if necessary.*

**VIII. STATEMENT REGARDING CONVICTIONS:** The Applicant or any owner, officer, director, owner, project manager, procurement manager, or chief financial official thereof must not have been convicted within the past ten years from the date of issuance of this solicitation of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of Article 9 of the Arlington County Purchasing Resolution, the Virginia Governmental Frauds Act (§ 18.2-498 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. Additionally, within the past three years, the Applicant must not have been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$5,000) or more.

*The Applicant shall include a certification to that effect or provide a detailed explanation on a separate sheet, if necessary.*

**IX. STATEMENT REGARDING DEBARMENT:** The Applicant or any officer, director or owner thereof may not currently be debarred, enjoined, or suspended pursuant to an established bidding or contracting procedure by any public body, agency of another state or agency of the federal government.

*The Applicant shall include a certification to that effect, or provide a detailed explanation on a separate sheet, if necessary.*

**X. VIRGINIA CONTRACTOR LICENSE:** The Applicant shall provide a copy of its current Class A Virginia Contractor's License and certify that the Applicant has not had any business, contracting, or trade license, registration, or certification revoked or suspended in the past three years.

REQUEST FOR QUALIFICATIONS NO. 24-DES-RFQ-638  
ARLINGTON COUNTY, VIRGINIA

ATTACHMENT A – APPLICATION FORM

APPLICATIONS WILL BE RECEIVED ELECTRONICALLY VIA VENDOR REGISTRY NOT LATER THAN 1:00 P.M., JUNE 13, 2024.

PREQUALIFICATION OF FIRMS FOR  
BALLSTON-MU METRORAIL STATION WEST ENTRANCE  
IN ARLINGTON COUNTY, VIRGINIA.

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS APPLICATION MUST BE WRITTEN IN THE SPACE BELOW. THIS APPLICATION FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE APPLICANT, OR THE APPLICATION MAY BE REJECTED.

SUBMITTED BY:

*(legal name of entity)*

\_\_\_\_\_

AUTHORIZED SIGNATURE:

\_\_\_\_\_

PRINT NAME AND TITLE:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CITY/STATE/ZIP:

\_\_\_\_\_

TELEPHONE NO.:

E-MAIL  
ADDRESS:

\_\_\_\_\_

THIS ENTITY IS INCORPORATED  
IN:

\_\_\_\_\_

THIS ENTITY IS A:

*(check the applicable  
option)*

CORPORATION

LIMITED PARTNERSHIP

GENERAL PARTNERSHIP

UNINCORPORATED ASSOCIATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP

IS APPLICANT AUTHORIZED TO TRANSACT BUSINESS IN THE  
COMMONWEALTH OF VIRGINIA?

YES

NO

VIRGINIA STATE CORPORATION COMMISSION (SCC)  
IDENTIFICATION NUMBER:

\_\_\_\_\_

*Any Applicant that is exempt from the SCC authorization requirement must include a statement with its application explaining why it is exempt.*

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE FROM THE [VENDOR REGISTRY WEBSITE](#).

VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS REQUEST FOR QUALIFICATIONS. **NO RESPONSES WILL BE ACCEPTED AFTER THE APPLICATION DUE DATE AND TIME.**

1. APPLICANT MUST SUBMIT: ONE COMPLETE APPLICATION, THAT INCLUDES AS ITS FIRST PAGE THIS APPLICATION FORM WITH A SIGNATURE.
2. INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO QUESTIONS REGARDING THIS APPLICATION.

NAME (PRINTED): \_\_\_\_\_ TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

**TRADE SECRETS OR PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted by an Applicant in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, an Applicant seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

- No, the application that I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the application that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers of the application that contain such data or materials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

State the specific reason(s) why protection is necessary:

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If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the application will be open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this application is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

APPLICANT NAME: \_\_\_\_\_



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ATTACHMENT B – APPLICANT'S PREQUALIFICATION STATEMENT

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Virginia Contractor's License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Person who can respond authoritatively to any questions about this statement:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

1. How many years has your organization been in business providing the type of services for which you are requesting to be pre-qualified? \_\_\_\_\_

2. How many years has your organization been in business under its present name? \_\_\_\_\_

3. Under what other names has your organization operated?  
\_\_\_\_\_  
\_\_\_\_\_

4. If your organization is a corporation, indicate:

Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

President's name: \_\_\_\_\_

Vice President's name(s): \_\_\_\_\_

Secretary's name: \_\_\_\_\_

Treasurer's name: \_\_\_\_\_

5. If your organization is a partnership, indicate:

Date of organization: \_\_\_\_\_

Type of partnership (if applicable): \_\_\_\_\_

Name(s) of general partners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. If your organization is a sole proprietorship, indicate:

Date of organization: \_\_\_\_\_

Name of owner: \_\_\_\_\_

7. If the form of your organization is other than those listed above, describe it and name the principals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Is the Applicant related to another firm as a parent, subsidiary or affiliate?

Yes

No

If yes, give names and addresses of all affiliated parent and/or subsidiary companies. Indicate which companies are subsidiaries.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Provide a Letter of Authorization on official corporate letterhead, signed by an Executive Officer of the company, which clearly defines an Authorized Representative for the proposed DB team. The letter shall describe the scope of the Authorized Representative's authority and the dollar limit(s) for which the representative is authorized to bind the proposed DB team for any contractual or fiduciary obligation. Such a letter must include contact information and the location of their primary project office.

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ATTACHMENT C – SAMPLE SURETY STATEMENT

**APPLICANT NAME:** \_\_\_\_\_

(Name of Applicant) has been a client of (Name of Surety Company) for (\_\_\_\_\_) years. During that time, we have supported this firm in its pursuit of projects in the \$ \_\_\_\_\_ range and in total programs in excess of \$ \_\_\_\_\_.

We are prepared to provide bid, performance, and payment bonds on the project for which Arlington County seeks prequalification through RFQ No. 24-DES-RFQ-638 if (name of Applicant) accepts an award of the contract and applies to us on or about the time that the work is to begin and if we are satisfied with the prevailing underwriting conditions, including but not limited to, contract terms and job specifications, bond forms and financing.

We possess certificates of authority as an acceptable surety authorized to do business in the Commonwealth of Virginia as published annually in the Federal Register, Department of Treasurer, Fiscal Service, Department Circular 570.

Sincerely,

\_\_\_\_\_  
Attorney-In-Fact

\_\_\_\_\_  
Name of Surety

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Companies who wish to implement digital signatures may do so, along with a SURETY BOND SEAL ADDENDUM which contains an electronic corporate seal and states the following:

[Surety Company] has authorized its Attorney-in-Fact to affix [Surety Company's] corporate seal to any bond executed on behalf of [Surety Company] by any such Attorney-in-Fact by attaching this Addendum to said bond.

To the extent this Addendum is attached to a bond that is executed on behalf of [Company] by its Attorney-in-Facts, [Surety Company] hereby agrees that the seal below shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond.”

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ATTACHMENT D – PROJECT SPECIFIC EXPERIENCE STATEMENT

*Provide all the information required below. The County will consider for prequalification only information that is included in the application.*

**Applicant Name:** \_\_\_\_\_

**Experience Of:**     **Lead Contractor**     **Lead Designer**     **Both**

**Lead Contractor Percentage of Self-Performance:** \_\_\_\_\_ %

**1. Name of Project:** \_\_\_\_\_

Contract No. or Project No. (if applicable) \_\_\_\_\_

Project Location: \_\_\_\_\_

**2. Project Type:**     Design- Bid-Build     Design-Build     Construction Manager at Risk (CMAR)

**3. Project Owner:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**4. Lead Designer:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**5. Lead Contractor:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**6. Owner’s Engineering Representative or Advisor:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

7. **Contract Dates:** Attach an explanation if the project was not on schedule.

Started: \_\_\_\_\_

Contractual Completion Date: \_\_\_\_\_

Actual Completion Date: \_\_\_\_\_

8. **Original Contract Value:** \$ \_\_\_\_\_

Final Contract Value: \$ \_\_\_\_\_

Value of Change Orders to Date: \$ \_\_\_\_\_

Outstanding Claims to Date: \$ \_\_\_\_\_

9. **Project Technical Scope and Details:** Attach a detailed description of the project (not to exceed two pages). Include details of the following, as applicable:

- Experience of the LC and LD working together.
- Experience of proposed Key Personnel

10. **Roles of Key Personnel:** Attach a list of all Proposed Key Personnel who had substantive work or responsibilities on this Project.

11. **Project Manager and Project Superintendent:** List all Project Managers and Project Superintendents who had substantive work or responsibilities on this project:

Name: \_\_\_\_\_ Responsibility \_\_\_\_\_

Name: \_\_\_\_\_ Responsibility \_\_\_\_\_

Name: \_\_\_\_\_ Responsibility \_\_\_\_\_

12. **If Applicant's work for this project was performed under the management of a General Contractor or Construction Management firm, provide the following:**

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

13. **If Applicant used sub-contractor(s) in the performance of this project provide the following:**

Firm Name: \_\_\_\_\_ Responsibility \_\_\_\_\_

Firm Name: \_\_\_\_\_ Responsibility \_\_\_\_\_

Firm Name: \_\_\_\_\_ Responsibility \_\_\_\_\_

Firm Name: \_\_\_\_\_ Responsibility \_\_\_\_\_



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ATTACHMENT E – QUALIFYING EXPERIENCE CHART

	<b><u>Lead Contractor (LC) or Lead Designer (LD)</u></b>	<b><u>Alternative Delivery Project &gt;\$80M</u></b>	<b><u>Transit or WMATA Construction Project</u></b>
<b><u>Project Name</u></b>	<i><u>Check LC or LD or both</u></i>	<i><u>Minimum of three (3) projects each for LC and LD</u></i>	<i><u>Minimum of two (2) projects, with one (1) requiring deep excavation and utility relocation</u></i>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	LC <input type="checkbox"/> LD <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**ATTACHMENT F – PRIOR JUDGMENTS CERTIFICATION**

Has the Applicant, or any officer, director, or owner thereof, had any judgments entered against it within the past ten years for the breach of any contract for governmental or nongovernmental construction, including, but not limited to, design-build and construction management contracts?

Yes \_\_\_ No \_\_\_

**If yes, attach a separate sheet(s) of paper that identifies and explains all such judgments.**

The Applicant understands that its failure to complete and sign this Certification shall render its Submittal non-responsive and the Applicant unqualified.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

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ATTACHMENT G –

COMPLIANCE WITH PRIOR CONTRACTS WITH PUBLIC BODIES CERTIFICATION

Has the Applicant, except for good cause, substantially complied with the terms and conditions of all prior contracts with Arlington County for construction, including, but not limited to, design-build and construction management contracts? If the Applicant has not previously contracted with Arlington County Government for construction, including, but not limited to, design-build and construction management contracts, then has the Applicant, except for good cause, substantially complied with the terms and conditions of all prior construction management contracts with other “public bodies” as that term is defined in the Virginia Public Procurement Act?

Yes \_\_\_ No \_\_\_

**If no, then attach a separate sheet(s) of paper that identifies and explains all such instances of substantial non-compliance.**

The Applicant understands that its failure to complete and sign this Certification shall render its Submittal non-responsive and the Applicant unqualified.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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**ATTACHMENT H – PRIOR CONVICTIONS CERTIFICATION**

Has the Applicant, 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 nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 of the Virginia Public Procurement Act, (ii) the Virginia Governmental Frauds Act, (iii) Chapter 4.2 of title 59.1 of the Code of Virginia, or (iv) any substantially similar law of the United States or another state?

Yes \_\_\_ No \_\_\_

**If yes, then attach a separate sheet(s) of paper that identifies and explains all such convictions.**

Within the past three years, has the Applicant been found in violation of any law applicable to its contracting business, including, but not limited, to licensing laws, tax laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$5,000) or more.

Yes \_\_\_ No \_\_\_

**If yes, then attach a separate sheet(s) of paper that identifies and explains all such violations.**

The Applicant understands that its failure to complete and sign this Certification shall render its Submittal non-responsive and the Applicant unqualified.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

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**ATTACHMENT I – DEBARMENT CERTIFICATION**

Is the Applicant, or any officer, director or owner thereof, currently debarred, enjoined, or suspended pursuant to an established bidding or contracting procedure with any “public body” as that term is defined in the Virginia Public Procurement Act, agency of another state, or agency of the federal government?

Yes \_\_\_ No \_\_\_

**If yes, then attach a separate sheet(s) of paper that identifies and explains all such debarments.**

The Applicant understands that its failure to complete and sign this Certification shall render its Submittal non-responsive and the Applicant unqualified.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

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**ATTACHMENT J – CONTRACTOR LICENSE CERTIFICATION**

For all work that is classified as being performed by "Contractors" as defined by the Virginia State Board for Contractors, a Class A, B, or C License is required. The Applicant awarded the contract resulting from this solicitation process is required under Title 54.1, Chapter 11, Code of Virginia, as amended, to be licensed as a "CLASS A CONTRACTOR."

**Does the Applicant have a Class A Virginia Contractor license?**

Yes \_\_\_ No \_\_\_

**If yes, then attach a copy of its current Class A Virginia Contractor license.**

Your signature below certifies that your firm has not had any type of business, contracting or trade license, registration or certification revoked or suspended in the past three years.

The Applicant understands that its failure to complete and sign this Certification shall render its Submittal non-responsive and the Applicant unqualified.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_