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I. General Information

- 1. Submitted to:  
  
Address:
  
- 2. Name of Project Submitted for:
  
- 3. Type of work you wish to qualify for:
  - a. General Construction
  - b. Mechanical
  - c. Electrical
  - d. Other
  
- 4. Contractor's Name:
  
- 5. Contractor's Mailing Address:
  
- 6. Contractor's Street Address (if not the same as mailing address):
  
- 7. Telephone Number:
  
- 8. Facsimile Number:
  
- 9. Contact Person:
  
- 10. Contact Person's Telephone Number:
  
- 11. State Contractor's License Number:
  
- 12. Designated employee registered with the Virginia Board of Contractors:
  
- 13. Check Type of organization:
  - a. Corporation

- b. Partnership
- c. Individual
- d. Joint Venture
- e. Other

14. If a corporation, provide the following information:

- a. State of incorporation:
- b. Date of incorporation:
- c. Federal I.D. #:
- d. Officers:
 

	Name	Years in Position
President:		
Vice-President:		
Secretary:		
Treasurer:		
- e. Are you a Subchapter S corporation?     \_\_\_ Yes    \_\_\_ No

15. If a partnership, provide the following information:

- a. Date organized:
- b. Type of partnership:
- c. List of General Partners:
 

	Name:	Telephone Number	Years as a G.P.

16. If individually owned, provide the following information:

- a. Years in business:

17. Have you ever operated under another name?     \_\_\_ Yes    \_\_\_ No

If yes, provide the following information:

- a. Other name:
- b. Number of years in business under this name:
- c. Commonwealth of Virginia License number under this name:

## **II. Bonding**

Please have your bonding company execute a statement similar to the one example in Attachment Number Two and attach the completed and signed statement as Attachment Number Two to this completed statement.

1. Bonding Company's Name:
2. Bonding Company's Address:

3. Representative (Attorney-in-fact):

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

Yes  No

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

Yes  No

### 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 (individually or in combinations) for the breach of contracts for construction?

Yes  No

If yes, on a separate attachment, please state the person or entity against whom the judgments was entered. Give the location and date of the judgments, describe the project involved, and explain the circumstances relating to the judgments, including the names, addresses and telephone 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 please 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 telephone numbers of persons who might be contacted for additional information.

1. In the past ten (10) years, has your organization or any officer, director, owner, partner, 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 of 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 § 2.2-4367, et seq. (Ethics in Public Contracting); (ii) under Va. Code § 18.2-498.1 et seq. (Va. Governmental Frauds Act); (iii) under Va. Code § 59.1-68.6 et seq. (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code § 40.1-49.4 (enforcement of occupational safety and health standards); (v) of charges relating to the employment of illegal aliens on construction projects; (vi) of a criminal violation of the

Environmental Protection Act (as administered by the federal government); or (vii) of violating any substantially similar federal law or law of another state?

Yes  No

2. Is your organization or any officer, director, partner or owner currently debarred 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 please 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 telephone 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 damage provision on more than two (2) projects in the last three (3) years; and/or, 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 control of your organization?

Yes  No

5. 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

6. Has your organization had repeated instances on a project of installation and workmanship deviations that exceeded the tolerances in the standards referenced in the contract documents?

\_\_\_ Yes      \_\_\_ No

## VI. Experience

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

1. Attach a list of all projects, giving address, size and dollar value for each that your organization has completed within the last five (5) years. Provide for each the name, address and telephone number for the owner's and the 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, addresses and telephone numbers for the architect and the owner for each project.
3. Describe on a separate attachment how your organization would staff this project.
4. Provide, as an attachment, a brief resume for the project manager and the superintendent most likely to be assigned to this project. Describe for each the background and experience that would qualify him or her to be a project manager or superintendent for this project. Include in the resumes at least three (3) similar or comparable projects on which the proposed project manager and the proposed superintendent have served in that capacity or positions of similar or comparable responsibility within the last five (5) years. Provide the names, addresses and telephone numbers of the owner's and of the architect's contact person for each project.
5. If this statement is for a particular project, identify three (3) projects from those listed in items 1 and/or 2 above that are most relevant or similar to the project for which you are seeking pre-qualification. At a minimum, provide on a separate attachment the following information for each project (in the following format):

Project Name:

Final or Current Contract Amount:

Scope of Project (gross square feet, height, number of stories plus sub-surface levels, total cost):

Owner's Name:

Address:

Contact:

Telephone Number:

Architect's Name:

Address:

Contact:

Telephone Number:

Project description, i.e., function of building and component building subsystems:

**VII. Signatures**

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

\_\_\_\_\_  
(Name of entity submitting this statement of qualifications)

By: \_\_\_\_\_

\_\_\_\_\_  
Name of Signer (please type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**VIII. Notary**

State of \_\_\_\_\_,

County/City of \_\_\_\_\_.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public Signature: \_\_\_\_\_

My commission expires:

Notary Seal:

**ATTACHMENT NUMBER ONE:**

The following are the basis for determining eligibility for pre-qualification at the owner’s sole discretion after review and consideration of the dates, facts and circumstances of the information provided herein, including information provided in pages prior to this notice and in attachments made hereto:

**I. Bonding**

Contractor can secure bonding for this project in an amount equal to or greater than the amount established by the owner or his/her representative 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 fidelity and surety business in the Commonwealth of Virginia.

## II. Experience

### A. Firm Experience:

The contractor or the contractor's office that will handle this project has undertaken at least three (3) construction projects of similar or comparable scope within the last five (5) years. The projects shall be sufficiently comparable so that the owner may conclude that the contractor is familiar with and capable of handling the project described in the pre-qualification.

### B. Key Personnel Experience:

#### 1. Proposed Project Manager:

The project manager most likely to be assigned to this project has served as project manager on at least three (3) construction projects to similar or comparable scope within the last five (5) years. This experience shall include the construction of at least one (1) similar or comparable project as an occupied addition/renovation. Equivalent or comparable experience may be considered at the owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed project manager is familiar with and capable of handling the project described in the pre-qualification.

#### 2. Proposed Project Superintendent:

The project superintendent most likely to be assigned to this project has served as project superintendent on at least three (3) construction projects of similar or comparable scope within the last five (5) years. Equivalent or comparable experience may be considered at the owner's sole discretion; however, it shall be sufficiently similar so that the owner may conclude that the proposed project superintendent is familiar with and capable of handling the project described in the pre-qualification.

## III. Judgments:

Any judgments(s), whether one or several, entered against the contractor for breach of contract for construction within the past ten (10) years may be grounds for denying pre-qualification, at the owner's sole discretion, after due consideration of the date(s), facts and circumstances.

### The Contractor:

- 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,
- 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,
- has paid actual damages for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or,
- has been terminated for cause on a contract in the last five (5) years; or,
- was more than thirty (3) 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,

- 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,
- has had repeated instances on a project of installation and workmanship deviations that exceeded 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,
- has finally completed a project more than ninety (90) days after achieving substantial completion in two (2) or more projects in the last three (3) years, for reasons within the 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,
- has had performance or payment bond claims paid on its behalf in the last three (3) years.

#### IV. Convictions:

Any of the following may be grounds for denying pre-qualification, at the owner's sole discretion, after due consideration of the date(s), facts and circumstances.

The 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 convicted on charges relating to conflicts of interest; or,
- has been convicted on charges relating to any criminal activity relating to contracting, construction, bidding, bid rigging or bribery; or,
- has been convicted on charges relating to employment of illegal aliens on construction projects; or,
- has been convicted: (I) under Va. Code Section 2.2-4317 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); (v) of a criminal violation of the Environmental Protection Act (as administered by the federal government); or (vi) of violating any substantially similar federal law or law of another state.

#### V. Debarment:

The following may be grounds for denying pre-qualification, at the owner's sole discretion, after due consideration of the date(s), facts and circumstances:

The 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 by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States government or by any agency of another state.