CITY OF NORFOLK
DEPARTMENT OF PUBLIC WORKS

REQUEST FOR QUALIFICATIONS (“RFQs”)
for
CONSTRUCTION MANAGEMENT (AT-RISK) SERVICES FOR
National Disaster Resilience Ohio Creek Watershed Project

Anticipated Schedule of Events:

RFQ Issued: December 15, 2017
Question Deadline: January 5, 2018, 4:00 PM EST
RFQ Due: January 17, 2018, 4:00 PM EST
Notification on Short List Selected Firms: February 2, 2018
RFP Issued: February 5, 2018
RFP Due: March 7, 2018, 4:00 PM EST
RFP Oral Presentations: March 8, 2018 to March 21, 2018
Contract Award Selection: March 28, 2018
Issuance of Notice to Proceed (“NTP”): May 3, 2018

1. GENERAL INFORMATION

1.1. The City of Norfolk ("the City") is requesting Statements of Qualifications ("SOQs") from interested general contractors or construction management companies that have experience in construction suite of services as described below in Section 2 for the Ohio Watershed Improvement Project (the "Project"). From the responses received, the City intends to select a qualified Construction Manager at Risk to provide constructability, cost estimation, logistical, scheduling and other input for the Ohio Creek Watershed Project. The Construction Manager will be At-Risk, responsible for the procurement, coordination, scheduling, quality performance, and compliance with Community Development Block Grant – National Disaster Resilience (“CDBG-NDR”) program requirements of any subcontractors, suppliers, or other services necessary for successful delivery of the Project. All references to Construction Manager shall be interpreted to mean Construction Manager At-Risk. The City has contracted with Arcadis U.S., Inc. as Designer of Record for the Project.

1.2. The City shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications ("RFQ") will be in the form of an addendum, which will be furnished to all registered RFQ holders.

1.3. The City reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received.

1.4. The Project is funded with a grant from the Department of Housing and Urban Development ("HUD"). The Commonwealth of Virginia was awarded $120,549,000 in CDBG-NDR funding for a suite of resilience-building initiatives. The City has been awarded $112,659,186.19 in CDBG-
NDR funds as a sub recipient to the Commonwealth of Virginia for the Project. The Project outcomes are to design and construct infrastructure improvements which will foster the best solutions for extreme weather events, nuisance flooding, improved water quality, increased green space and tree canopy, increased social connectivity and improved water and storm water management. Additionally, the City may choose to utilize other federal, state, or local funds to cover one or more of the scope items listed below. It is expected that the Construction Manager has the ability to manage the Project within the applicable regulations for each item of the scope irrespective of funding source. For more information see the Project website: https://www.norfolk.gov/ohiocreek.

1.5. The SOQ must be received by the Director of Public Works, 810 Union Street, Room 700, Norfolk, VA 23510 no later 4:00 PM EST on Wednesday, January 17, 2018.

1.6. Questions pertaining to the Project or the selection process should be submitted to Mr. Scott Smith, Coastal Resiliency Manager via e-mail at scott.smith@norfolk.gov with a copy to sid.kitterman@norfolk.gov and toni.alvarez@norfolk.gov. All questions are required to be submitted no later than January 5, 2018, 4:00 PM EST. Any questions received after this date may not receive a response.

1.7. The Construction Manager will be selected using a two-step procurement method. This RFQ comprises Step I during which Respondents will submit a SOQ for the Project. Upon completion of Step I, the City will notify Respondents if they are 1) pre-qualified and 2) short-listed, composed of the top two (2) to five (5) ranked SOQ. Only those firms short-listed will receive the Request for Proposals (“RFP”) to be issued by the City. Step II of the process will be the selection of the Construction Manager based upon those responsive and responsible Proposals received during Step II of the procurement process. It is the intent of the City to evaluate those proposals received and enter into a Construction Manager at Risk agreement with the offeror whose proposal is deemed the most advantageous to the City.

1.8. HUD guidelines for the Project require that the CDBG-NDR grant to be closed out by the Virginia Department of Housing and Community Development (“DHCD”) by September 30, 2022. The City’s sub recipient agreement with the Commonwealth of Virginia has an end date of June 30, 2022; final invoices must be submitted to the City by the Construction Manager by April 1, 2022.

2. PROJECT DESCRIPTION

2.1. The intent of this CDBG-NDR funded Project is to protect the vulnerable coastal area from rising tides and surge events, especially when combined with increasing rainfall events. The Project area is located in Norfolk, Virginia south of I-264; it encompasses the neighborhoods of Chesterfield Heights and Grandy Village along the Eastern Branch of the Elizabeth River. The focus of the improvement efforts are located on Majestic Avenue, Norchester Avenue, Ballentine Boulevard, Kimball Terrace, Grandy Village, and the Haynes Creek stormwater systems. Utility systems throughout Chesterfield Heights will be upgraded. The goal of the stormwater management portion of the Project is to significantly reduce flooding during the 10-year return period rain event. The stormwater management system should also provide enough drainage capacity to not cause increases in flood depth or duration (e.g. from interior drainage ponding behind a proposed storm surge barrier berm) during higher return period rainfalls. Additional information can be accessed at the City project web site www.norfolk.gov/bids.aspx. Scope and Project conditions are subject to change.
2.2. Flood Protection System

2.2.1. Berms and Walls - The design elevation for coastal flood defense structures for this Project has been established at 11 feet above current sea level, NAV88 datum. This reduces inundation risk from 100-year events, including nor’easters, hurricanes, and extreme tides with a projected sea level rise of +2.5 feet. Many berm and floodwall alignments have been studied and vetted with stakeholders. The alignment included in the conceptual design reduces risk for the maximum number of buildings that are most susceptible to coastal inundation. The flood protection is largely comprised of earthen berms most of which are less than 5 ft. above existing grade. Flood walls will be included in areas where space does not allow for an earthen berm. Depending on location and exposure, the planned T-walls could have foundations constructed on piles up to 90 ft in depth. Roads will be elevated to cross over the berm where necessary.

The Haynes Creek wetland will be surrounded by its own flood protection feature to a height of 5 feet NAVD 88 that again will consist of building a berm or filling land to achieve desired elevation. When the system is closed the Haynes Creek wetland will provide storage up to a height of 4 feet NAVD 88. A water elevation control structure connected to the Haynes Creek pump station wet well will be installed to maintain elevation.

2.2.2. Living Shoreline – To dissipate wave action, increase aquatic habitat and protect the earthen berm, a living shoreline will be incorporated into the berm design extending from 5 ft. elevation out into the river.

2.2.3. Utility Relocations and road improvements – To upgrade an aging system, significant utility relocations and road improvements may be included in the Project.

2.2.4. Wetland Mitigation – To offset wetland impacts associated with the Project and to enhance aquatic habitat, wetland enhancement and restoration areas will be included throughout the Project.

2.3. Stormwater System

2.3.1. Pipes - As part of the proposed improvements, the existing stormwater networks within the Chesterfield Heights neighborhood focus area will have pipe systems replaced, upsized, or new pipes added to connect new green infrastructure, provide drainage in areas that will be isolated by the flood protection, or to relieve existing flooding by providing additional capacity. In addition, this will require the replacement of existing drainage structures or the addition of new ones. Pipe materials are proposed to be a mixture of HDPE and SRPE in order to better seal pipe joints to prevent groundwater inflow.

2.3.2. Green Infrastructure - There are several green infrastructure practices that are proposed throughout the Project area including bioswales, permeable pavers, and corner bump-outs. The green infrastructure has been evaluated in the hydrologic and hydraulic model as providing storage and to slow release of runoff. The model simulations currently assume no infiltration of the runoff occurs. As geotechnical data becomes available at proposed locations, infiltration will be taken into account, potentially increasing the capacity of the proposed green infrastructure. The green infrastructure will be installed
at street intersections and strategically located “Stormwater parks” throughout the Project area.

2.3.3. **Parcel Level Solutions** - In addition to the larger green infrastructure practices, parcel level interventions or residential practices such as; rain barrels, french drains, and rain gardens are proposed to be incorporated throughout the Project area.

2.3.4. **Tide Gates and flaps** – To close the flood protection system during high water events, tide gates and flaps will be installed on culverts that extend through the earthen berms. Larger gates will be installed at the Haynes Creek opening and near the Ballentine pump station.

2.3.5. **Pump Stations, Force Mains, and Outfalls** – When the flood protection system is closed and internal stormwater storage capacity is maximized, in order to prevent stormwater from ponding up inside the flood protection area, pumps will be installed at several locations and will serve to evacuate stormwater from the system. Two proposed pump stations will each have a series of three pumps that will cut on and off at different float elevations. This configuration will prevent the pumps from short cycling. The preliminary tables below detail the pump location and pump flow rate.

a. Haynes Creek on Westminster - 3 pumps 80 cfs
b. Ballentine South of Kimball Loop - 3 pumps 186 cfs

2.4. **Community Amenities**

2.4.1. **Park** - The public park extending from Chesterfield Academy to the Community Center will be reworked, preliminary designs include installation of a turf field with new underdrain system, extensive walking trails, playground equipment and exercise equipment.

2.4.2. **Pier** – A public pier will be constructed at the end of Ballentine Boulevard extending into the Elizabeth River, the pier will be constructed to allow fishing and possible kayak access.

2.4.3. **Walking trails** – a series of walking trails are proposed to be installed throughout the Project area, the trails along Haynes creek may include pile supported viewing platforms.

2.4.4. **Underpass Expansion** – To increase access from the Chesterfield Heights neighborhood to the Tide Station, one side of the Ballentine underpass beneath I 264 will be widened to accommodate a larger sidewalk.

2.5. **Water and Sewer Utility Replacement (non-HUD funded)**

2.5.1. Water and Sewer utility replacement in the Chesterfield Heights neighborhood will be included in the scope of work of the Project. Water and Sewer replacement will be separately funded, and will require compliance with Davis Bacon and material requirements to comply with the American Iron and Steel Act. Limits of work are provided in Attachment 4.

2.6. **Work or other improvement in this or neighboring communities as may be required.**
2.7. Reference Materials (Attachments)

2.7.1.1. **Attachment #1** provides the Conceptual Design Documents.

2.7.1.2. **Attachment #2** provides a sketch of the Project area.

2.7.1.3. **Attachment #3** provides the Geotechnical Data Report.

2.7.1.4. **Attachment #4** provides the Water and Sewer Utility Project area

3. **SCOPE OF WORK**

3.1. The Construction Management services will be performed as a single contract with one entity identified as the Construction Manager. Services will include all necessary activities to assist in final design and to construct the Project including but not limited to: engineering design/plan/constructability review, Project performance reporting on cost and schedule and construction performance, participation in required meetings, scheduling, logistical planning, phasing, cost estimating, permits, fees, coordination of work, environmental compliance, and provision of construction services to provide a complete, usable and fully-operational facility.

3.2. The Construction Manager will serve as part of the Ohio Creek Project Team which consists of, representatives from the City, the Designer of Record, and other consultants, as required. It will be the responsibility of the Construction Manager to review and inform the design, currently completed through schematic design, toward the construction phase, utilizing skills and knowledge of construction and general contracting to provide value engineering and constructability reviews, develop schedules, prepare detailed Project construction estimates, study labor conditions and, in any other way deemed necessary, to contribute to the development of the Project during the pre-construction/design phase. The Construction Manager generally accepts the design as an achievable approach, accepts the construction risk, has direct authority over the subcontractors, and is responsible for construction means and methods as may be conditioned in the pre-construction phase.

3.3. CDBG funds can only be used to pay for actual and reasonable costs as defined, in part, in 2 CFR 200.403-409 and 2 CFR 200.433. Therefore, the inclusion of incentives for cost savings and the disbursement of such savings are not eligible under CDBG guidelines.

3.4. The Construction management contract shall require that (i) no more than ten percent (10%) of the construction work, as measured by the cost of the work, be performed by the construction manager with its own forces and (ii) the remaining ninety percent (90%) of the construction work, as measured by the cost of the work, be performed by subcontractors of the Construction Manager, which the Construction Manager shall procure by publicly advertised, competitive sealed bidding to the maximum extent practicable. All construction must be compliant with CDBG Contractual Provisions provided in **Attachment 6**.

3.5. After being selected, the Construction Manager will execute a contract with the City to provide construction and construction management services for the Project including, but not limited to:

3.5.1. Construction Management and Administration through Project leadership and overall team coordination;

3.5.2. Interdisciplinary Coordination;
3.5.3. Ensuring compliance with all applicable local codes and standards;
3.5.4. Value analysis services, value engineering and offer cost savings suggestions and best value recommendations;
3.5.5. Project planning and scheduling
3.5.6. Construction cost models, estimates based on marketplace conditions and cash flow development and analysis;
3.5.7. Review and acceptance of Contract and Construction Documents and execution of their intent;
3.5.8. Quality performance monitoring of all subcontractors;
3.5.9. Ensuring Project compliance with all applicable federal, state, and city policies and procedures;
3.5.10. Coordination with public and private utility providers to bring all required services to the Project;
3.5.11. Construction of the Project in accordance with the design, specifications, drawings, contract, permits, environmental regulations, plans, and Project goals.

4. **STATEMENT OF QUALIFICATIONS**

4.1. The following information should be included in the Statement of Qualifications (“SOQ”) for Construction Manager at Risk services:

4.1.1. Name of Respondent
4.1.2. Respondent address
4.1.3. Respondent telephone number
4.1.4. Respondent federal tax identification number
4.1.5. Respondent DUNS ID
4.1.6. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

4.2. Pursuant to Norfolk City Code § 33.1-44, the City of Norfolk may deny prequalification to any contractor only if the City finds one of the following:

4.2.1. The contractor does not have sufficient financial ability to perform the contract that would result from such procurement. If a bond is required to ensure performance of a contract, evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required by the public body shall be sufficient to establish the financial ability of the contractor to perform the contract resulting from such procurement;
4.2.2. The contractor does not have appropriate experience to perform the construction project in question;

4.2.3. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management;

4.2.4. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with the city without good cause. If the city has not contracted with a contractor in any prior construction contracts, the city may deny prequalification if the contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. The city may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto given to the contractor at that time, with the opportunity to respond;

4.2.5. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has 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 (Va. Code § 2.2-4367 et seq.) of this Title 2.2 Chapter 43 of the Virginia Code, (ii) the Virginia Governmental Frauds Act (Va. Code § 18.2-498.1 et seq.), (iii) Chapter 4.2 (Va. Code § 59.1-68.6 et seq.) of Title 59.1 of the Virginia Code, or (iv) any substantially similar law of the United States or another state;

4.2.6. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and

4.2.7. The contractor failed to provide to the city in a timely manner any information requested by the city relevant to subdivisions 1 through 6 of this subsection.

4.3. Content of RFQ

4.3.1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. Respondent should provide confirmation that the Firm has:

a. An understanding of the scope of the work to be performed (brief statement);

b. A Class A General Contractor of Virginia license, is organized as a stock or nonstock corporation, limited liability Firm, business trust, or limited partnership or registered as a registered limited liability partnership, and is authorized to transact business in the Commonwealth as a domestic or foreign
business entity if so required by Virginia State Code Title 13.1 or Title 50, or as otherwise required by law;

c. Not been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body without good cause. If so, please explain;

d. Not had a record of substandard work within the last five years. If so, please explain;

e. Not engaged in any unethical practices within the last five years;

f. Acknowledged its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;

Respondent should provide confirmation that the Firm, any officer, director or owner thereof has:

g. Not had a judgment(s) entered within the past ten years for breach of contract for governmental or nongovernmental construction, including, but not limited to, design-build or construction management. If so, please explain;

h. Not been convicted within the past ten years of a crime related to governmental or non-governmental construction or contracting. If so, please explain;

i. Been debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the federal government. If so, please explain;

The letter should also include:

j. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting its SOQ;

k. A copy of the Respondent's Department of Professional and Occupational Regulation (“DPOR”) contractor license is required to be provided.

l. Any other information that the Respondent deems appropriate;

4.3.1.2. If Respondent is a joint venture, all of the information requested shall be provided for each firm comprising the joint venture.

4.3.2. Background and Experience of Construction Manager

a. Describe the Respondent’s firm by providing the full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership;

b. Describe previous experience of the successful completion of similar projects by the Firm and assigned key personnel. Include the understanding and commitment to resolve logistical, scheduling, safety and other issues on such a project, and the collaborative approach working with the City on the project.
c. The Construction Manager shall provide documentation on a minimum of five projects that best demonstrates its ability to perform this Project and where the Respondent was contracted directly with a project owner. Projects provided must be completed within the last ten (10) years or will be completed within the next year. Preferably, at least two (2) of these projects should be specific on federally funded projects. The project data shall provide the client name, client contact person and contact data (phone and e-mail); description of the scope of services, contract value and value of the contract, both original value and final value and any reason for deviation between the contract values; original schedule completion date and actual completion date and any reason for deviations between the dates; names of the proposed key personnel for the Respondent that worked on the contract; description of project challenges and means employed by the Respondent to overcome the challenges; lessons learned from the project that is applicable to this Project.

d. The Respondent will be required to have a Norfolk business license prior to contract award.

e. Describe your Firm’s understanding of, and experience with, the Construction Manager At-Risk delivery method.

f. Describe your safety management program and provide your firm's EMR ratings for the last 5 years.

g. Describe your experience managing federally funded projects of similar scale and scope, including encouraging participation of Minority and Women-Owned Businesses and Section 3 businesses and individuals.

h. Provide a project organization chart of Construction Management personnel for this Project. Identify all key personnel and subcontracted positions and the roles of each subcontractor in the performance of this scope of work.

4.3.3. Background and Experience of Subcontractors

a. Identify proposed Construction Manager’s subcontractors and describe the experience and qualifications of any outside architectural, engineering, cost estimation, scheduling or any other specialty consulting firms that may be participating in the Project.

b. Describe each firm’s position within the team and role on this Project.

c. Provide 2 or more referrals or references from other agencies and/or owners

4.3.4. Personnel/Professional Qualifications

a. Construction Manager’s Project Manager: Provide qualifications, resume, and experience with relevant projects for the individual that will be responsible for the integration with the Project team.

b. Superintendent(s): Provide qualifications, resume, and relevant experience with similar projects for the individual(s) that will provide superintendence for the Project and be responsible for on-site activities.
c. Other: Provide qualifications, resume, and experience with relevant projects for any other key personnel proposed to enhance the successful delivery of the Project.

4.3.5. Financial Ability

a. Describe your Firm’s financial ability to perform the contract. Include evidence (a letter from the surety) of the ability to acquire performance and payment bonds from a corporation included on the United States Treasury list of acceptable surety corporations in an amount of approximately $100 million. The Respondent submitting its SOQ must be the same entity providing the evidence of ability to be bonded and must be the same entity that will enter into a construction management agreement with the City.

4.3.6. Project Understanding and Approach

a. Describe your understanding of the Project.

b. Describe your understanding and approach regarding the timeline of this Project as referred to in Section 1.

c. Describe the work you anticipate self-performing and the work you anticipate being performed by sub consultants/subcontractors to meet the 90/10% requirements established in accordance with the Code of Virginia § 2.2-43.1.

d. Identify and discuss and potential problems during design and construction.

e. Identify and discuss methods to mitigate those problems.

4.3.7. Approach to Construction Management

a. Briefly describe your approach as a Construction Manager to projects of this scale and size (these will require further detail during the RFP process), including:
   • Change orders
   • Development of Guaranteed Maximum Price (“GMP”)
   • Planning, scheduling, estimating and construction management tools
   • Capacity to deliver project within schedule provided
   • Quality control
   • Managing federal funds
   • Managing procurement processes
   • Compliance with all applicable federal, state, and local regulations

b. Minority and Women-owned business participation: Provide a brief description of how you will encourage the participation of Minority and Women-owned businesses for the Ohio Creek Watershed Project.
It is the policy of HUD and the City to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City’s procurement activities funded with federal funds. Toward that end, the City strongly encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise (www.dmbe.state.va.us). Firms are asked, as part of their submission, to describe any planned use of such businesses. Please include in your proposal whether your firm or any of your sub-consultants is a minority owned business described by one of the following categories: African American (male), African American (female), Caucasian (female), Hispanic (male), Hispanic (female), Asian American (male), Asian American (female), American Indian (male), American Indian (female), Eskimo (male), Eskimo (female), Aleut (male), Aleut (female), Other (male), Other (female).

c. **Norfolk business participation:** Provide a brief description of how you will encourage the participation of Norfolk businesses for the Project. It is the policy of the City to support Norfolk businesses and workforce development, and the City encourages companies with corporate offices in Norfolk, and which employ Norfolk residents, to compete for City contracts. Please include in your proposal information regarding the location of your offices, the offices of your sub-consultants, and the employment of Norfolk residents by your firm or by your sub-consultants.

d. **Davis Bacon and Related Acts ("DBRA"):** Provide brief descriptions of your approach to the implementation of DBRA. DBRA applies to this Project and requires all contractors and subcontractors performing work on federal or District of Columbia construction contracts or federally assisted contracts in excess of $2,000 to pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits for corresponding classes of laborers and mechanics employed on similar projects in the area. The prevailing wage rates and fringe benefits are determined by the Secretary of Labor for inclusion in covered contracts.

e. **Section 3 requirements:** Provide brief descriptions of your approach to the implementation of Section 3, and how you will manage all data gathering and reporting for the Project. The work to be performed by the awarded Construction Manager at Risk is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic
opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. The Construction Manager must agree to comply with HUD’s regulations in 24 CFR part 135, which implement Section 3. By submitting their SOQ, the Construction Manager agrees that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

The City of Norfolk is currently working to revise the City’s plan for implementation of Section 3. The final plan and any requirements will be included in the Construction Manager at Risk RFP. The awarded Construction Manager at Risk will be required to comply with the above Section 3 regulations. Additionally, the Construction Manager will be required to play a key role in assisting the City in all Section 3 reporting requirements, including gathering data, completing and submitting required reports to the City, preparing bid packages to drive Section 3 participation, and working with selected construction contractors to ensure Section 3 requirements and goals are met.

5. **STATEMENT OF QUALIFICATIONS SELECTION CRITERIA**

5.1. Information obtained from the SOQ and from any other relevant source, including references from any past clients, may be used in the evaluation and selection process. In pre-qualifying construction management respondents, emphasis will be placed on information demonstrating ability to successfully complete this Project in compliance with all applicable federal, state, and local regulations, with quality workmanship, in a safe manner, in tight schedule and logistical constraints, and in a productive, collaborative environment. Qualifications and experience will be judged with regard to successfulness, relevance, and recency.

5.2. Short-list selection Criteria

Respondents will be evaluated on the basis of the following criteria:

5.2.1. Background and successful experience of the firm(s) with this type of construction scale and scope (1-10 pts)

5.2.2. Background and successful experience as Construction Manager at Risk on projects of similar construction scale and scope (1-5 pts)

5.2.3. References from other clients (1-5 pts)

5.2.4. Understanding of Project and the Approach to Project Management (1-5 pts)

5.2.5. Successful experience managing federally funded projects (1-10 pts)

5.2.6. Current capacity to accomplish work in the required time frame (1-10 pts)

6. **proprietary information**
6.1. Information submitted in the public procurement process is subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or proprietary information must be clearly identified to prevent their disclosure, and the reason why protection is required must be stated (Norfolk City Code § 33.1-9).

7. SUBMITTAL REQUIREMENTS

7.1. The SOQ should be approximately 50 pages, including resumes, responses to requirements, photographs, charts, etc., if desired. The response shall be in a bound document with cover letter.

7.2. Timely Response: Failure to respond to and provide the information requested by the due date for submittal of SOQ shall be considered justification for denying pre-qualification for this Project.

7.3. Safety Performance: Provide Copies of firm’s OHSA 300 Logs and EMR rating for the last three (3) years. Should the CM have experienced a fatality of an employee in the past three (3) years, provide details on the event and corrective actions undertaken by the CM to remedy in their safety program. Provide a summary of your firm’s safety program and approach to project site safety.

7.4. The City shall not be held responsible for any oral instructions. Any changes to this RFQ will be in the form of an addendum, which will be furnished to all registered RFQ holders. Registered RFQ holders shall complete and submit the signed Addendum Confirmation form (Attachment 7) with their submittal of their SOQ.

7.5. At least thirty days (30) prior to the date established for submission of proposals under the procurement of the contract for which the prequalification applies, the City shall advise in writing each Respondent whether that Respondent has been pre-qualified. In the event that the Respondent is denied prequalification, the written notification shall state the reasons for the denial of prequalification and the factual basis of such reasons. Prequalified Respondents that are not selected for the short list shall likewise be provided the reasons for such decisions. A decision by the City denying prequalification shall be final and conclusive unless the contractor appeals the decision as provided in Norfolk City Code § 33.1-101.

7.6. SOQ should be concise and direct;

7.7. All originals and copies should be double-sided;

7.8. Unnecessary attachments or documents not specifically asked for should not be submitted, and superfluous use of paper (e.g. separate title sheets or chapter dividers) should be avoided;

7.9. The SOQ should be limited to a page size of 8 ½” x 11”, single space and type size should not be less than 10 point font for each response item. The only exception to the page size will be info graphics and schedules in the Approach and Capacity Section, maximum page size for infographics and schedules shall be 11” x 17”.

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7.10. Interested companies shall submit the SOQ (one original and seven copies) and one (1) electronic copy (USB Storage Device). The original SOQ and copies shall be submitted by hand or delivered in a sealed envelope no later than the time and date deadline specified in this RFQ to the Director of Public Works, 810 Union Street, Room 700, Norfolk, VA 23510 no later than 4:00 pm EST on Wednesday, January 17, 2018. The SOQ must be submitted as one (1) hard copy containing an original longhand signature on the SOQ Cover Page, Copies shall not deviate in any way from the original. The Cover Page must be signed by a person authorized to legally bind the Respondent.

8. ADDITIONAL CONTRACT REQUIREMENTS

8.1. Insurances and Bonds for all phases of the project, the Construction Manager awarded the contract following the RFP will be required to purchase and maintain purchase and maintain insurance and include the City of Norfolk as an additional insured.

The Construction Manager awarded the RFP contract will be required to purchase and maintain Performance Bonds and a labor and material Payment Bond each in the amount of 100% of the Agreement price. Said bonds shall be delivered to the City prior to the execution of the Agreement between the Construction Manager and the City. Bonds shall be the City of Norfolk standard form, Exhibit D and E and shall be in accordance with Section 33.1076 of the Norfolk City Code. All costs of bonds shall be paid by the Construction Manager. A Bond Rider will be required should change orders increase the amount of the Agreement by $100,000 or more.
ATTACHMENTS

1) Conceptual Design Documents
2) Project Sketch
3) Geotechnical Data Report
4) Water and Sewer Utility Replacement (non-HUD funded)
5) Project Schedule
6) CDBG Contractual Provisions
7) Addendum confirmation form