



Loudoun County, Virginia

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## PREQUALIFICATION FOR THE CRISIS RECEIVING AND STABILIZATION CENTER

ACCEPTANCE DATE: Prior to 4:00 p.m. **January 16, 2024** "Local Atomic" Time

RFP NUMBER: RFQ 639835

ACCEPTANCE PLACE: Loudoun County Government Offices  
PO Box 7000  
1 Harrison Street, S.E., **1st Floor,**  
**Procurement Bids and Proposals Drop Box**  
Leesburg, Virginia 20177-7000

### **PLEASE NOTE:**

Prequalification Applications may be downloaded from the County's web site: [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

Due to security restrictions, public access to County facilities is extremely limited. The mailing of Prequalification Applications is preferred. However, if an application is hand delivered, it will be received in the lobby of 1 Harrison Street, SE, Leesburg, Virginia 20175 ONLY in the Drop Box labeled: Procurement Bids and Proposals between the hours of 8:30 a.m. and 5:00 p.m.

ALL HAND DELIVERED PREQUALIFICATION APPLICATIONS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 4:00 P.M. on the Acceptance Date of the PREQUALIFICATION APPLICATION to be considered. Prequalification Applications will not be accepted at any other building locations or after 4:00 P.M.

Please contact the Contracting Officer designated on the front cover of the solicitation with any questions regarding this process. Offerors are strongly encouraged to check the County's website routinely for updates.

Loudoun County is accepting Prequalification of Applications for the Construction of the Crisis Receiving and Stabilization Center. Prequalification forms can be downloaded from the Loudoun County website at [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

Requests for information related to this Prequalification Application should be directed to:

Name: Nebila Kurtu, NIGP-CPP, CPPB, VCCO, FMP  
Title: Contracting Officer  
(703) 771 8316  
E-mail address: [Nebila.Kurtu@loudoun.gov](mailto:Nebila.Kurtu@loudoun.gov)

This document can be downloaded from our web site: [www.loudoun.gov/Procurement](http://www.loudoun.gov/Procurement)

Issue Date: December 8, 2023

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER  
TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS  
POSSIBLE.

# PREQUALIFICATION FOR THE CRISIS RECEIVING AND STABILIZATION CENTER

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Authorized By: s/Nebila Kurtu Date: December 8, 2023  
Contracting Officer

# **PREQUALIFICATION FOR THE CRISIS RECEIVING AND STABILIZATION CENTER**

## **1.0 PURPOSE**

The intent of this prequalification process is for the County of Loudoun, Virginia (County) to identify the most qualified General Contractors with successful experience in the construction of behavioral healthcare facilities. This Prequalification is for General Contractors only. Prequalification Applications will **NOT** be accepted from subcontractors.

## **2.0 COMPETITION INTENDED**

It is the County's intent that this prequalification process permits a competitive bidding process for construction of the new Crisis Receiving and Stabilization Center. It shall be the Applicant's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, that inadvertently restricts or limits the requirements stated in this prequalification solicitation to a single source. Such notification must be received by the Purchasing Agent no later than fifteen (15) days prior to the date set for acceptance of applications.

## **3.0 DESCRIPTION OF WORK**

This Crisis Receiving and Stabilization Center project includes development of approximately two (2) acres and construction of a 20,500 square foot single-story building located in Leesburg, Virginia at 16480 Meadowview Court, Leesburg, Virginia 20175 (Property Identification Number 191169866). The center includes the Crisis Stabilization Unit, 23-Hour Unit, Intake Rooms, Law Enforcement Intake Room, Nurse Stations, Medication Room, Lab, Seclusion Rooms, Quiet Rooms, Conference Rooms, and Administrative Workspaces. The project also includes site improvements, providing a new parking area, utilities, and stormwater management.

The estimated construction cost for the Crisis Receiving and Stabilization Center is \$9,840,000.

## **4.0 PREQUALIFICATION PROCESS**

### **4.1 General**

- A. The term Applicant shall be defined as an individual, partnership, or other legal entity which submits an application in response to this solicitation.
- B. Only Applicants that have been pre-qualified in accordance with the procedures herein will be allowed to submit a bid for Construction of the Crisis Receiving and Stabilization Center. Bids received from

those who have not been pre-qualified will not be considered.

- C. Applicants agree once prequalified, all criteria and requirements contained herein shall be maintained by the Applicant throughout the life of the prequalification and for Construction of the Crisis Receiving and Stabilization Center. The County reserves the right to conduct an independent investigation of any information, including prior experience, identified in a Prequalification Application by contacting project references, accessing public information, contacting independent parties, or by any other means.
- D. All materials submitted by Applicants shall become the property of the County and will not be returned. By submitting an application, the Applicant agrees that the County may research and/or verify information provided and contact any applicable entities associated with such information.
- E. Applicants shall submit qualification information in accordance with the requirements identified herein. The County may, in its discretion, contact an Applicant during the evaluation process for clarification of any entries in the Application for Prequalification submitted by the Applicant and may request additional information. Such additional information must be submitted to the County no later than five (5) business days after the request. The decision to pre-qualify an Applicant shall not, however, constitute a determination that the Applicant is responsible, and such Applicant may be subsequently rejected as non-responsible on the basis of subsequently discovered information.

#### 4.2 Evaluation Criteria

The County may deny pre-qualification for any Applicant only if it finds any of the following per Virginia Code § 2.2-4317; Prequalification generally; prequalification for construction, of the Virginia Public Procurement Act:

- A. The Applicant does not have sufficient financial ability to perform the project. Evidence that the Applicant can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations that is properly licensed in the Commonwealth of Virginia in the amount and type required by the County shall be sufficient to establish the financial ability of the Applicant to perform the contract resulting from such procurement.
- B. The Applicant does not have the appropriate experience to renovate the Crisis Receiving and Stabilization Center, as determined by the County.
- C. The Applicant or any officer, director, or owner thereof has had judgments entered against him/her within the past ten (10) years for the breach of contracts for governmental or non-governmental

projects, including, but not limited to, design-build or construction management.

- D. The Applicant has been in substantial non-compliance, as determined by the County, with the terms and conditions of prior construction contracts without good cause. If the County has not contracted with the Applicant in any prior construction contracts, the County may deny prequalification if the Applicant has been in substantial non-compliance with the terms and conditions of comparable construction contracts with another public body without good cause. A public body 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.

Substantial non-compliance shall include:

- in the last three (3) years has **received a final order for failure to abate or for a willful violation** by the US Occupational Safety and Health Administration (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 in the last five (5) years; or
- has **paid actual damages** resulting from failure to complete a project by the contacted date in the last five (5) years; or
- has **been terminated** for cause on a contract in the last five (5) years; or
- has **received more than two (2) cure notices** on a single project in the past in the past five (5) years; or
- has **had repeated instances** on a project of **installation and workmanship deviations which exceed the tolerances in the standards referenced** in the contract documents. Documentation of such instances shall be the written reports and records of the owner's representatives on the project; or
- has **finally completed a project** more than ninety (90) days after achieving substantial completion in the last five (5) 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 been determined to be in **Material Breach** of a contract.
- E. The Applicant, or any officer, director, owner, project manager, procurement manager, or chief financial official thereof has been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to, a violation of the Loudoun County Purchasing policy, the Ethics in Public Contracting provisions of the Virginia Public Procurement Act (§ 2.2-4367 et seq.), the Virginia Governmental Frauds Act (§ 18.2 -498.1 et seq.), Chapter 4.2 (§ 59.1 -68.6 et seq.) of Title 59.1, or any substantially similar law of the United States or another state.
- F. The Applicant or any officer, director, or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state, or agency of the federal government.
- G. The Applicant failed to provide to the County, within the established time frame, any information requested in this solicitation relevant to items A through F above.

#### 4.3 Evaluation Process

- 4.3.1 Applications will be evaluated in accordance with the criteria listed herein. An unsatisfactory rating in anyone (1) category above may be considered sufficient cause to deny prequalification to an Applicant.
- 4.3.2 Prior to the issuance of a written determination to deny prequalification, the County will notify the Applicant in writing of the results of the evaluation and disclose the basis thereof. Upon written request, the Applicant may inspect public documents, which relate to the determination, if so requested by the Applicant within five (5) business days after receipt of the County's notice. Within ten (10) business days after receipt of the County's notice concerning the Applicant's prequalification, the Applicant may submit additional or rebuttal information relative to deficiencies stated in the County's written notice. Within five (5) business days after receipt of Applicant's rebuttal information, the County will provide a written determination.
- 4.3.3 If a final determination is made to deny prequalification, the Applicant may, within ten (10) days after notification of such determination, notify the County in writing and appeal to the Circuit Court of Loudoun County, Virginia, in accordance with the pertinent provisions of the Virginia Public Procurement Act. The County's

determination may be reversed by the Loudoun County Circuit Court only if the Applicant establishes that the determination was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statues, or regulations. In the event that the County's determination is reversed by the Circuit Court of Loudoun County, the sole relief will be the declaration of the Applicant as prequalified to bid. Other than an appeal in accordance with this Section, a determination that an Applicant is "not qualified to bid" shall not be the basis for any claim against the County, its officers, members, or employees.

- 4.3.4 If this prequalification process results in less than five (5) prequalified firms, the County reserves the right to cancel the prequalification process and issue an Invitation for Bid with minimum qualifications in lieu of applying the prequalification or reissuing the prequalification. The County in its sole discretion will determine whether to proceed with the application of the prequalification process or not.

## **5.0 CONTENTS OF THE PREQUALIFICATION APPLICATION**

This Section describes specific information that must be included in the Prequalification Application.

Applicants shall provide each of the following items below in the order presented. Failure to include any of the requested information may be cause for the Prequalification Application to be considered non-responsive and/or non-responsible and rejected.

5.1 Signature Page (Page 20)

5.2 Documents. Include required documents but not limited to:

- A. Proof of Authority to Transact Business Form (Page 21)
- B. Addenda, if any
- C. W-9 and Insurance Certificate
- D. "How did you Hear" form on Page 22
- E. USB Flash drive containing PDF file of Prequalification Application

5.3 Table of Contents

5.4 Letter of Submittal

- A. The Letter of Submittal shall be on the Applicant's letterhead and identify the full legal name and address of the Applicant. The Applicant is defined as the legal entity who will execute the Contract with the County for the Construction of the Crisis Receiving and Stabilization Center. The Letter of Submittal shall be signed by an authorized representative of the Applicant's organization. All signatures on the original Letter of Submittal shall be original and signed in ink.



- B. Identify the name, title, address, phone number, and e-mail address of an individual who will serve as the point of contact for the Applicant.
- C. Identify the name, address, and telephone number of the individual who will serve as the Principal Officer of the Applicant. (e.g., President, Treasurer, Chairperson of the Board of Directors, etc.).
- D. Identify whether the Applicant will be structured as a corporation, limited liability company, general partnership, joint venture, limited partnership, or other form of organization. Identify the team members who will undertake financial responsibility for the Project and describe any liability limitations. If the Applicant is a limited liability company, partnership, or joint venture, describe the bonding approach that will be used and the members of such organizations who will have joint and several liability for the performance of the work required for the Project. A single one hundred percent (100%) performance bond and a single one hundred percent (100%) payment bond shall be provided regardless of any co-surety relationship.
- E. Provide a brief history of your firm to include how many years Applicant has been in business as a general contractor under its present name and identify other business names used and how long they were in effect. Provide a copy of the Applicant's current organization chart showing numbers of employees by discipline and project and the names and titles down through Project Field Superintendent.

Failure to comply with the law with regard to those legal requirements in Virginia (whether federal or state) regarding your organizational structure, any required registration with governmental agencies and/or entities, and any required governmental licensure, whether business, individual, or professional in nature may render your application, in the sole and reasonable discretion of the County, non-responsive and in that event your application may be returned without any consideration or evaluation.

- 5.5 Verification of Bonding Capability. Include a letter from a surety or insurance company (with a Best's Financial Strength Rating of A or better and Financial Size Category VII or higher by A.M. Best Co.) stating that the Applicant is capable of obtaining a performance and payment bond based on the current estimated contract value for the Design and Construction to construct the Crisis Receiving and Stabilization Center (approximately \$9.8 Million), which bonds will cover the Project and any warranty periods. The letter of surety shall clearly state the rating categorization noted above and reference the estimated contract value as identified in herein, in a manner similar to the notation provided below:

“As surety for [the above named Contractor], [XYZ Company] with A.M. Best Financial Strength Rating [rating] and Financial Size Category [Size Category] is capable of obtaining one hundred percent (100%) Performance Bond and one hundred (100%) Labor and Materials Payment Bond in the amount of the anticipated cost of construction, and said bonds will cover the Project and any warranty periods as provided for in the Contract Documents on behalf of the Contractor, in the event that such firm be the successful bidder and enter into a contract for this Project.” This letter shall also state the Applicants per project and total bonding program limits and that the Surety is authorized/licensed to do business in the Commonwealth of Virginia.

5.6 Management Skills and Experience. To be pre-qualified, Applicants must present evidence that they have the appropriate experience to successfully complete the Crisis Receiving and Stabilization Center project. Experience shall be demonstrated through the successful completion of projects similar in size and scope to the project planned by the County. In that regard, each Applicant shall provide the following information:

A. Detailed description of the Applicant’s two (2) most similar projects as compared to the size and scope of the project planned by the County and described in this Request for Prequalification, for which the Applicant has served as the General Contractor. These projects must have been completed within five (5) years from the date of this Request for Prequalification.

A successfully completed project shall mean: 1) that the project was completed within the contract time, including any owner-approved time extensions, 2) that the project was completed at or below the contract award amount, including any subsequent owner-approved cost change orders, and 3) that the project was completed in accordance with the contract documents.

Each project description shall include as a minimum:

1. Name and location of project.
2. Project description of sufficient detail to allow determination of project size and scope of work, highlighting experience in the construction of safe and secure environments utilizing anti ligature details.
3. Initial and final construction contract costs.
4. Number and value of change orders.
5. Contractual substantial completion date and actual substantial completion date.
6. Name of the Project Manager and Superintendent who had direct responsibility for the project.

7. Photographs that clearly show the quality of all key aspects of the work.
  8. Names, addresses, current phone numbers, and e-mail addresses of architects and owners. Applicant hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.
- B. The County wants to ensure that prequalified General Contractors have a corporate culture with a strong emphasis on Quality Control. The County requests that all Applicants provide an overview of their Corporate Quality Control Program (limited to two (2) pages). Additionally, Offeror shall submit at least one (1) resume of a direct employee whose sole duties are to implement the Quality Control Plan on a corporate or project specific basis. Resume shall show at least five (5) years of direct experience in the field of Quality Control.
- C. A description of the management system and scheduling techniques that will be employed to ensure that this project is constructed on schedule (limited to two pages).
- D. A copy of certificate verifying that Applicant has a valid Commonwealth of Virginia Class A Contractor's License.

5.7 Acknowledgment of Management Personnel qualification requirements

Applicants are not required to provide information in response to Section 5.7 in their Prequalification Application. Applicants shall only provide an acknowledgment of the following requirements.

This Section is provided for information only and the County reserves the right to modify these requirements in the Invitation for Bid (IFB).

These will be the minimum qualification requirements for the Project Manager, Superintendent, and Quality Control Manager that will be reviewed as a part of the pre-construction submittals. The County will reserve the right to reject the Contractor's proposed personnel if they fail to meet these requirements, in which instance the Contractor will propose other individuals for County's review and approval.

- A. Project Manager. The Project Manager must have a minimum of five (5) years' experience as a Project Manager and have worked on similar size and/or types of facilities. The Project Manager must be a direct employee of the Contractor and cannot be designated as an officer of the Company.
- B. Superintendent. The Superintendent must have a minimum of seven (7) years' experience as a Superintendent and have worked on similar size and/or types of facilities. The Superintendent must have at a minimum an Occupational Safety and Health Administration (OSHA) "30-hour certification".

- C. Quality Control Manager. The Quality Control Manager (QCM) must have a minimum of five (5) years' experience in a similar role and have worked on similar sizes and/or types of facilities. The QCM must have a U.S. Army Corps of Engineers certification for Construction Quality Control Management for Contractors or equivalent. The QCM may have duties as project Superintendent.

## 6.0 INSTRUCTIONS FOR SUBMITTING PREQUALIFICATION APPLICATION

### 6.1 Preparation and Submission of Applications

- A. Before submitting your Prequalification Application, read the ENTIRE solicitation. Failure to read any part of this solicitation will not relieve an Applicant of the Contractual obligations.
- B. All Prequalification Applications must be submitted to the Division of Procurement in a sealed container. The face of the sealed container shall indicate the RFQ number, time and date of opening, and the title of the RFQ.
- C. All Prequalification Applications shall be signed in ink by the individual or authorized principals of the firm.
- D. All attachments to the Prequalification Application requiring execution by the Applicant are to be returned with the Prequalification Application.
- E. Prequalification Applications must be received by the Division of Procurement prior to 4:00 p.m., local atomic time on date identified on the cover of this RFQ. An atomic clock is located in the Division of Procurement and can also be verified by visiting <http://www.time.gov/>. Requests for extensions of this time and date will not be granted, unless deemed to be in the County's best interest. Applicants mailing their Prequalification Application shall allow for sufficient mail time to ensure receipt of their Application by the Division of Procurement by the time and date fixed for acceptance of the applications. Prequalification Applications or unsolicited amendments to Prequalification Applications received by the County after the acceptance date and time will not be considered. Prequalification Applications will be publicly accepted and logged in at the time and date specified above.
- F. The Prequalification Applications may be submitted via one of the following options:

US Mail to:  
County of Loudoun, Virginia  
Division of Procurement  
PO Box 7000  
Leesburg, Virginia 20177-7000.

or

Hand delivered, private carrier, or overnighted (UPS/FedEx)  
to:

County of Loudoun, Virginia  
1 Harrison Street, S.E., **1st Floor.**  
**Drop Box labeled: Procurement Bids and Proposals**  
Leesburg, Virginia 20175.

Faxed and e-mailed prequalification applications will not be accepted.

Please note: Applicants choosing to submit applications via US Mail should allow at least an additional twenty-four (24) hours in the delivery process for internal County mailroom distribution.

**Due to security restrictions, public access to County facilities is extremely limited. The mailing of applications is preferred. However, if an application is hand delivered, it will be received in the lobby of 1 Harrison Street, SE, Leesburg, Virginia 20175 ONLY in the Drop Box labeled: Procurement Bids and Proposals between the hours of 8:30 a.m. and 5:00 p.m.**

**NOTE: Applications delivered in person or via private carrier services will not be able to obtain a signature. Please ensure that the requirement is removed from the package to avoid delays or rejection of the package.**

**ALL APPLICATIONS MUST BE SUBMITTED AT THIS LOCATION PRIOR TO 4:00 P.M. on the Acceptance Date of the application to be considered. Applications will not be accepted at any other building locations or after 4:00 P.M. Failure by an offeror to address and label their application in accordance with the requirements of this section may result in the applications being delivered to an incorrect location which will ultimately result in applications rejection for late submission.**

**Failure by an offeror to address and label their proposal in accordance with the requirements of this section may result in the application being delivered to an incorrect location which will ultimately result in proposal rejection for late submission.**

- H. Each Applicant shall submit **one (1) original hard copy, one (1) electronic copy (in searchable pdf format) on a USB flash drive** of their application to the County's Division of Procurement as indicated on the cover sheet of this RFQ.

## 6.2 Questions and Inquiries

Only written (email) questions and inquiries will be accepted from any and all Applicants. The Division of Procurement is the sole point of contact for this solicitation unless otherwise instructed herein. Unauthorized contact

with other Loudoun County staff regarding the Prequalification Application may result in the disqualification of the Applicant. **Inquiries pertaining to the Prequalification Application must give the RFQ number, time and date of opening and the title of the RFQ.** Material questions will be answered in writing with an Addendum provided, however, that all questions are received **by 4:00 p.m. December 29, 2023**.

It is the responsibility of all Applicants to ensure that they have received all addenda and to include signed copies with their application. Addenda can be downloaded from [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement).

### 6.3 Authority to Bind Firm in Contract

Prequalification Applications MUST give the full firm name and address of the Applicant. Failure to manually sign the application may disqualify it. Person signing application will show TITLE or AUTHORITY TO BIND THE FIRM IN A CONTRACT. Firm name and authorized signature must appear on application in the space provided on the pricing page. Those authorized to sign are as follows:

If a sole proprietorship, the owner may sign.

If a general partnership, any general partner may sign.

If a limited partnership, a general partner must sign.

If a limited liability company, a “member” may sign or “manager” must sign if so specified by the articles or organization.

If a regular corporation, the CEO, President or Vice-President must sign.

Others may be granted authority to sign but the County requires that a corporate document authorizing him/her to sign be submitted with application.

### 6.4 Withdrawal of Prequalification Application

A. All Prequalification Applications submitted shall be valid through the completion of the construction contract.

B. Prequalification Applications may be withdrawn on written request from the Applicant at the address shown in the solicitation prior to the time of acceptance.

C. Negligence on the part of the Applicant in preparing the Prequalification Application confers no right of withdrawal after the time fixed for the acceptance of the applications.

### 6.5 Late Prequalification Applications

LATE Prequalification Applications will be returned to Applicant UNOPENED, if RFQ number, acceptance date and Applicants’ return address is shown on the container.

### 6.6 County Not Obligated for Costs of Application

The County assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have

been incurred by parties considering a response to and/or responding to Prequalification Application. All of such costs shall be borne solely by each Applicant and its team members.

#### 6.7 Miscellaneous Requirements

- A. All Prequalification Applications shall provide a straight-forward, concise delineation of the Applicant's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- B. Applicants who submit a Prequalification Applications in response to this RFQ may be required to make an oral presentation of their Prequalification Applications. The Division of Procurement will schedule the time and location for this presentation.
- C. Selected contents of the Prequalification Applications submitted by the successful Applicant and this RFQ will become part of any construction contract awarded as a result of the Prequalification Application contained herein.
- D. The County reserves the right to reject any and all Prequalification Applications received by reason of this request.

#### 6.8 Protest

Applicant may refer to §§ 2.2-4357 through 2.2-4364 of the Code of Virginia to determine their remedies concerning this prequalification's process. Protests shall be submitted to the Director, Finance and Budget.

#### 6.9 Debarment

By submitting an application, the Applicant is certifying that they are not currently debarred by the County, or in a procurement involving federal funds, by the Federal Government. A copy of the County's debarment procedure in accordance with § 2.2-4321 of the Code of Virginia is available upon request.

#### 6.10 Legal Action

No Applicant or potential Applicant shall institute any legal action until all statutory requirements have been met.

#### 6.11 W-9 Form Required

Applicants shall submit a completed W-9 form with their bid. In the event of Contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

#### 6.12 Insurance Coverage

Applicants shall include with their bid a copy of their current Certificate of Insurance that illustrates the current level of coverage the Applicant carries. The Certificate can be a current file copy and does not need to include any "additional insured" language for the County.

## 7.0 TERMS AND CONDITIONS

### 7.1 Additional Qualifications

The County reserves the right to impose additional Minimum Qualifications above and beyond those requirements contained herein on the Invitation for Bid for the Construction of the Crisis Center. **The Contract Documents will contain minimum qualification requirements for the Superintendent, the Project Manager and the Quality Control Manager that will be assigned to the project and for the installers. Applicants will be required to provide evidence that they meet these requirements as part of the pre-construction meeting submittals.**

### 7.2 Licensure

To the extent required by the Commonwealth of Virginia (see e.g. 54.1-1100 *et seq.* of the Code of Virginia) or the County, the Applicant shall be duly licensed to perform the services required to be delivered pursuant to this Contract.

### 7.3 Authority to Transact Business in Virginia

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

### 7.4 Compliance with the Law in Virginia

Failure to comply with the law with regard to those legal requirements in Virginia (whether federal or state) regarding your ability to lawfully offer and perform any services proposed or related to the Project may render your Prequalification Application, in the sole and reasonable discretion of the County, non-responsive and/or non-responsible, and in that event your Prequalification Application may be returned without any consideration or evaluation for selection of contract award.

All Applicants must at the time of their Prequalification Application submittal comply with the law and nothing herein is intended to contradict, nor supersede, any applicable State and Federal laws and regulations. All Applicants shall be eligible at the time of their Prequalification Application, under the law and relevant regulations, to offer and to provide all services proposed and related to the Project. Unless exempted by §§ 54.1-401,



54.1-402, or 54.1-402.1 of the *Code of Virginia*, any person, partnership, corporation, or other entity offering or practicing architecture, engineering, or land surveying shall be registered or licensed in accordance with the provision of *Chapter 4, Title 54.1 of the Code of Virginia*. Applicants shall satisfy at the time of their Prequalification Application submittal all commercial and professional registration requirements, including, but not limited to the requirements of the State Corporation Commission and the Department of Professional and Occupational Regulations.

7.5 Governing Law/Forum

This Prequalification process shall be governed and construed in all respects by its terms and by the laws of the Commonwealth of Virginia. Any judicial action shall be filed in the Commonwealth of Virginia, County of Loudoun or if jurisdiction exists, in the U.S. District Court for the Eastern District of Virginia in Alexandria. Applicant expressly waives any objection to venue or jurisdiction of the Loudoun County Circuit Court, Loudoun County, Virginia. Applicant expressly consents to waiver of service of process in an action pending in the Loudoun County Circuit Court pursuant to Virginia Code Section 8.01-286.1.



Loudoun County, Virginia

Division of Procurement  
1 Harrison Street, 4th Floor  
Leesburg, Virginia 20175

### 8.0 PREQUALIFICATION SUBMISSION FORMS

## PREQUALIFICATION FOR THE CRISIS RECEIVING AND STABILIZATION CENTER

THE FIRM OF: \_\_\_\_\_

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

FEIN \_\_\_\_\_

I understand that the omission of any items listed below from this prequalification application may be cause for rejection of the application as non-responsive and/or non-responsible. I have ensured that I have received and acknowledged any and all Addenda.

A. Trade secrets or proprietary information submitted by an Applicant in connection with this prequalification process shall not be subject to disclosure under the Virginia Freedom of Information Act; however, **pursuant to Section 2.2-4342 of the Code of Virginia, the Applicant must invoke the protections of this section prior to or upon submission of the data or other materials, and must clearly identify the data or other materials to be protected and state the reasons why protection is necessary. Failure to abide by this procedure may result in disclosure of the Applicant's information.**

By checking this box, Applicant confirms that all information submitted with this Application shall be considered a trade secret or proprietary information subject to the provisions of 2.2-4342 of the Code of Virginia.

B. Judgments. Has the Applicant or any officer, director, or owner thereof had judgments entered against him/her within the past ten (10) years for the breach of contracts for governmental or non-governmental projects, including, but not limited to, design-build or construction management.

Please check one box:  Yes  No

If yes, provide details on Applicant's letterhead signed by an individual with the authority to bind the firm in a contract per 6.3.

C. Non-Compliance. Has the Applicant been in substantial non-compliance with the terms and conditions of prior construction contracts with the County or another public body without good cause? Refer to Paragraph 4.2D for actions that constitute substantial non-compliance.

Please check one box:  Yes  No

If yes, provide details on Applicant's letterhead signed by an individual with the authority to bind the firm in a contract per Section 6.3.

D. Convictions. Has the Applicant or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten (10) years of a crime related to governmental or non-governmental construction or contracting, including, but not limited to a violation of the Loudoun County Purchasing policy, the Ethics in Public Contracting provisions of the Virginia Public Procurement Act (§ 2.2-4367 et seq.), the Virginia Governmental Frauds Act (§ 18.2 -498.1 et seq.), Chapter 4.2 (§ 59.1 -68.6 et seq.) of Title 59.1, or any substantially similar law of the United States or another state.

Please check one box:  Yes  No

If yes, provide details of any such convictions on Applicant's letterhead signed by an individual with the authority to bind the firm in a contract per Section 6.3.

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

Please check one box:  Yes  No

If yes, provide details of any such convictions on Applicant's letterhead signed by an individual with the authority to bind the firm in a contract per Section 6.3.

F. Failure to provide the following items with your application may be cause for rejection of your application as non-responsive and/or non-responsible. It is the responsibility of the Applicant to ensure that it has received all addenda and to include signed copies with their application.

ITEM:	INCLUDED: (X)
1. Addenda, if any:	_____
2. W-9 Form (6.11):	_____
3. Certificate of Insurance (6.12):	_____
4. Proof of Authority to Transact Business in Virginia Form (Page 21):	_____
5. Prequalification Application (5.0):	_____
a. One (1) original hard copy	_____
b. One (1) electronic copy on USB Flash drive	_____

Person to contact regarding this application: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of person authorized to bind the Firm (6.3): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing and submitting an prequalification application, your firm acknowledges and agrees that: the contents of the application are true and correct, it has read and understands the RFQ documents and that your Firm is not currently debarred by a local, state government or the Federal Government.*



## PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

**THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM SHALL RESULT IN REJECTION OF YOUR BID/PROPOSAL**

Pursuant to Virginia Code §2.2-4311.2, a bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its bid/proposal the identification number issued to it by the State Corporation Commission ("SCC"). Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the offeror is not required to be so authorized. Any bidder/offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the Purchasing Agent or his designee.

If this bid/proposal for goods or services is accepted by the County of Loudoun, Virginia, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number. The Bidder:**

is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ -OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

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

**Please attach additional sheets of paper if you need to explain why such bidder/offeror is not required to be authorized to transact business in Virginia.**

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Bidder/Offeror

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

**HOW DID YOU HEAR ABOUT THIS SOLICITATION?**

RFQ 639835

Please take the time to mark the appropriate line and return with your application.

<input type="checkbox"/> Associated Builders & contractors	<input type="checkbox"/> Loudoun Times Mirror
<input type="checkbox"/> Bid Net	<input type="checkbox"/> Our Web Site
<input type="checkbox"/> Builder's Exchange of Virginia	<input type="checkbox"/> NIGP
<input type="checkbox"/> Email notification from Loudoun County	<input type="checkbox"/> The Plan Room
<input type="checkbox"/> Dodge Reports	<input type="checkbox"/> Reed Construction Data
<input type="checkbox"/>	<input type="checkbox"/> Tempos Del Mundo
<input type="checkbox"/> India This Week	<input type="checkbox"/> Valley Construction News
<input type="checkbox"/> LS Caldwell & Associates	<input type="checkbox"/> Virginia Business Opportunities
<input type="checkbox"/> Loudoun Co Small Business Development Center	<input type="checkbox"/> VA Dept. of Minority Business Enterprises
<input type="checkbox"/> Loudoun Co Chamber of Commerce	<input type="checkbox"/> RAPID

Other \_\_\_\_\_

**SERVICE RESPONSE CARD**

RFQ 639835

Date of Service: \_\_\_\_\_

How did we do?

Please let us know how we did in serving you. We'd like to know if we are serving you at an acceptable level.

How would you rate the way your request for this document was handled?

Excellent  Good  Average  Fair  Poor

Did you have contact with Procurement staff?

How would you rate the manner in which you were treated by the Procurement staff?

Excellent  Good  Average  Fair  Poor

How would you rate the overall response to your request?

Excellent  Good  Average  Fair  Poor

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Thank you for your response!  
 We can better assess our service to *you* through feedback from *you*.

Your Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ evening

**Please return completed form to: Tresha Taylor • Procurement •  
 PO Box 7000 • Leesburg, VA 20177**

December 22, 2023

NOTICE TO BIDDERS

**ADDENDUM NO. 1**

RFQ 639835

The following changes and/or additions shall be made to the original Prequalification for the Crisis Receiving and Stabilization Center RFQ 639835. Please acknowledge receipt of this addendum by signing and returning with your Prequalification.

1. The purpose of this Addendum is to respond to questions received.

Prepared By: s/Nebila Kurtu, CPPB, VCCO, FMP Date: 12/22/2023  
Contracting Officer

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## **QUESTIONS AND ANSWERS**

1. What is the expected start date for the above reference project?  
**Ans: The tentative date for the invitation to bid is April 2024 and construction starting between July 2024 to October 2024.**
2. When do you anticipate the bid coming out for this project?  
**Ans: see response #1**



January 3, 2024

NOTICE TO BIDDERS

**ADDENDUM NO. 2**

RFQ 639835

The following changes and/or additions shall be made to the original Prequalification for the Crisis Receiving and Stabilization Center RFQ 639835. Please acknowledge receipt of this addendum by signing and returning with your Prequalification.

1. The purpose of this Addendum is to respond to questions received.

Prepared By: s/Nebila Kurtu, CPPB, VCCO, FMP Date: 1/03/2024  
Contracting Officer

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

## **QUESTIONS AND ANSWERS**

1. Please confirm that this project is new construction of a building located in the wooded areas surrounding 16480 Meadowview Court. There is an existing building located at this address and we wanted to verify that this is not a renovation project?

**Ans: Confirmed**

2. Page 1 of the RFQ states "Prequalification Applications may be downloaded from the County's web site: [www.loudoun.gov/procurement](http://www.loudoun.gov/procurement)." Is there a specific prequalification form that needs to be downloaded and returned as part of this RFQ response?

**Ans: Go to the above-mentioned link, click on bid postings, click on view/ Download Bid posting, click on Prequalification for the Crisis Center, scroll to the bottom of the page, and print the related documents.**

3. How long the construction is anticipated to take for this project? Also, is this project a DB a DBB, or another contracting method?

**Ans: The construction duration will be 365 calendar days. The facility will be delivered as a Design-Bid-Build project.**

January 12, 2024

NOTICE TO BIDDERS

**ADDENDUM NO. 3**

RFQ 639835

The following changes and/or additions shall be made to the original Prequalification for the Crisis Receiving and Stabilization Center RFQ 639835. Please acknowledge receipt of this addendum by signing and returning with your Prequalification.

1. The purpose of this Addendum is to delay acceptance date.
  - The acceptance date for the prequalification's is delayed from January 16, 2024, to prior to 4:00 p.m. January 18, 2024, local "Atomic" time due to potential inclement weather.

Prepared By: s/Nebila Kurtu, CPPB, VCCO, FMP Date: 1/12/2024  
Contracting Officer

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_