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Invitation to Apply for Prequalification:
**Buildings L and G Elevator
Replacement Project**

IPQ-24-028

March 12, 2024

Prequalification Applications shall be only submitted electronically via e-mail to Lachelle Elliott, Procurement Specialist, at Purchasing@AlexRenew.com on or before 2:00 PM ET, March 26, 2024. Paper copies will not be accepted.

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1 INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority, d/b/a AlexRenew, submits this Invitation to Apply for Prequalification (Invitation or IPQ) soliciting prequalification of potential contractors interested to serve as prime contractor for the Buildings L and G Elevator Replacement Project (Project). The purpose of this solicitation is to determine which Applicants are qualified to construct the Project. Only contractors who have complied with the prequalification process and have been determined qualified will be eligible to submit bids for the Project.

Applicants must meet all requirements set by this solicitation. Requirements of this solicitation generally will use the words “shall”, “will”, or “must” (or equivalent terms) to identify a required item that must be submitted with an Applicant’s application. Failure to meet any requirements of this solicitation may render an Applicant’s application non-responsive.

It should be noted, this is not a request for proposals.

1.1 Definitions

General and specific terms of reference used in this solicitation include, but are not limited to:

- A. **Key Personnel:** For purposes of this solicitation, those individuals identified by Applicants under Section 3.6.
- B. **Owner:** AlexRenew.
- C. **Procurement:** The Owner’s process for selecting the Contractor.
- D. **Applicant:** The prospective construction contractor that submits an application in response to this solicitation.
- E. **Prequalified Contractor:** The entity(ies) Owner determines to have appropriate experience to bid on the project based on an evaluation of the Application.
- F. **Water Resource Recovery Facility (WRRF):** AlexRenew’s wastewater treatment plant.
- G. **Invitation to Bid (ITB):** The formal request from AlexRenew for Prequalified Contractors to offer a bid for this project.
- H. **Prequalification Application (Application):** The formal submission by prospective contractors seeking approval based on specified criteria in this solicitation before being invited to participate in a bidding process.

2 BACKGROUND INFORMATION

2.1 Overview of AlexRenew

Established in 1952 by the Alexandria City Council, AlexRenew's chartered mission is to clean wastewater and protect public health and the environment. AlexRenew is governed by an Alexandria City Council-appointed five-member citizen Board of Directors and is a political subdivision of the Commonwealth of Virginia created under the Virginia Water and Waste Authorities Act. AlexRenew is an independent, special-purpose government unit with administrative and fiscal independence from the City of Alexandria. AlexRenew serves more than 300,000 people in the City of Alexandria and parts of Fairfax County, Virginia. It currently maintains capital assets valued at approximately \$1 billion and treats approximately 38 MGD (up to 116 MGD during wet weather) of wastewater at its WRRF, located in Alexandria, Virginia.

2.2 Overview of Building L and G Elevators

Building L is a multistoried structure housing three stairwells and a passenger/service elevator. The building comprises two main above-grade sections, with the west side reaching a roof elevation (EL.) of 119.33 and the east side at EL. 107.33. The passenger/service elevator, installed in 2000-2001, serves eight floors, from the basement to the 7th floor. Notably, it does not reach the 8th floor, the higher west roof level, or the lower east roof level. Since early 2023, the elevator has faced prolonged downtime due to malfunctioning and obsolete equipment, adversely impacting staff. AlexRenew is looking to replace and modernize the existing elevator with non-proprietary equipment.

The freight elevator in Building G serves three (3) floors, was installed in 1977 by Dover Elevator, and is considered obsolete. AlexRenew plans to transition to non-proprietary equipment as part of an elevator modernization effort, addressing issues with the original controller, hydraulic unit, door equipment, jack assembly, and pushbutton stations. The original cab shell and interior are set for replacement, with a preference for a new cab shell accommodating automatic doors. Additionally, the dated diamond plate flooring and car operating panel are slated for replacement during the modernization process.

2.3 Estimate Cost and Schedule

The value of the Project is currently estimated at approximately \$1 million to \$2 million based on a conceptual level of design. It is anticipated that a notice to proceed (NTP) will be issued in June 2024, with work to be completed as soon as possible.

The estimates for the value of the Project and schedule are approximations and provided to assist prospective contractors in determining whether to submit an Application. Final schedule requirements will be incorporated into the Contract.

2.4 Applicant's Scope of Work

The Applicant's scope of work to replace and modernize the existing two (2) elevators is anticipated to include, but is not limited to the following:

A. Building L Elevator:

1. New non-proprietary microprocessor control system.
2. New motor drive units.
3. New landing systems and new wiring.
4. New non-proprietary geared or gearless traction machine.
5. New deflector sheave, hoist cables, roller guides, and new door operator.
6. New non-proprietary car and hoistway door operating equipment, governors, and pit tension sheaves.
7. New car and hall call stations, signal fixtures with position indication, and signage.
8. Replacement of the elevator cab enclosure and interior finishes.
9. Retain and refurbish structural components such as pit buffers, guide rails, guide rail brackets, counterweight frame assembly, car sling, and platform.
10. Retain and refinish entrance frames and hoistway doors at each floor.
11. Provide code-related building work (including a new heating, ventilation, and air conditioning [HVAC] system in the elevator machine room, rerouting of utilities).
12. Demolition as needed to facilitate the work described.
13. Obtain all applicable local and state permits required by the City of Alexandria for a full and complete code compliant installation.

B. Building G Elevator:

1. New non-proprietary microprocessor control system.
2. New landing systems and new wiring.
3. New non-proprietary hydraulic power unit.
4. New hydraulic jack assembly, including the removal of existing jack and spoils.
5. New automatic freight door operator and controller.
6. New bi-parting hoistway door panels.
7. New car and hall call stations, and signage.
8. Replacement of the car sling, platform, elevator cab enclosure and car gates.
9. Retain and refurbish structural components such as guide rails, guide rail brackets.
10. Retain and refinish entrance frames at each floor.
11. Provide code-related building work (including a new heating, ventilation, and air conditioning [HVAC] system in the elevator machine room, rerouting of utilities).
12. Demolition as needed to facilitate the work described.

13. Obtain all applicable local and state permits required by City of Alexandria for a full and complete code compliant installation.

2.7 Prequalification Process Overview

Prequalification of prospective construction contractors to bid on the Project is authorized by Virginia Code §2.2-4317 and AlexRenew’s adopted Prequalification policy. This Invitation and the subsequent Applications will be used by AlexRenew to determine the Prequalified Contractors. The Prequalified Contractors will then be invited to bid on the Project.

2.8 Procurement Schedule

AlexRenew anticipates conducting the overall Procurement process in accordance with the list of milestones outlined in Table 2.1. These milestones are subject to revision, and AlexRenew, at its sole discretion, reserves the right to modify the milestones as it finds necessary.

Table 2.1. Procurement Schedule

Date	Activity
March 12, 2024	Issue Invitation to Apply for Prequalification
March 19, 2024, 2:00 PM ET	Last Date to Submit Questions Regarding IPQ
March 26, 2024, 2:00 PM ET	Deadline for application submission accepted via e-mail by AlexRenew
April 9, 2024	Notification to Prequalified Contractors
April 9, 2024	Issue Bid Documents to Prequalified Contractors
April 16, 2024, 10 AM – 12 PM ET	Pre-Bid Site Tour
May 9, 2024, 2:00 PM ET	Deadline for bids accepted by AlexRenew
May 9, 2024	Bid opening at AlexRenew
May 21, 2024	Contract Approval by AlexRenew Board of Directors
June 2024	Anticipated Notice to Proceed for Contract

2.9 AlexRenew Point of Contact

AlexRenew’s sole point of contact (POC) for matters related to the Prequalification Application shall be Lachelle Elliott. AlexRenew’s POC is the only individual authorized to discuss this solicitation with any interested parties, including Applicants. All communications with AlexRenew’s POC about the project or this solicitation shall be in writing, as required by applicable provisions of this solicitation.

Lachelle Elliott
AlexRenew
Procurement Specialist
purchasing@alexrenew.com

Prior to the award of a contract resulting from this Procurement, Applicants are prohibited from contacting AlexRenew staff other than the AlexRenew POC identified above. Applicants are also prohibited from contacting any member of the AlexRenew Board of Directors and any other staff or

entities contributing to the development of the Project. Any such contact may result in disqualification from participating in this procurement.

If any questions or responses require revisions to this solicitation as it was originally published, such revisions will be by formal addendum only. AlexRenew disclaims the accuracy of information derived from any source other than AlexRenew's POC, and the use of any such information is at the sole risk of the Applicant.

3 APPLICATION CONTENTS

This Section describes specific information that must be included in the Application. The structure and format for presentation of information is described in Section 5.

3.1 General

The IPQ step of the procurement process is intended to enable Applicants to demonstrate their qualifications to perform the Project and to enable AlexRenew to evaluate those qualifications in determining Prequalified Contractors. Applicants are advised that the Application should include specific information that will demonstrate the qualifications and experience required by this IPQ.

The IPQ will consist of all information required under this Section 3, in the order and format specified in Section 5.

Applicants are advised that AlexRenew reserves the right to conduct an independent investigation of any information, including prior experience and performance, identified in the IPQ by contacting project references, accessing public information, contacting independent parties, or any other means. AlexRenew further reserves the right to request additional information from an Applicant during the evaluation of that Application.

If the Applicant has concerns about information included in its IPQ that may be deemed confidential, the Applicant shall adhere to the requirements set forth by Section 8.6.

Applicants are further advised that AlexRenew requires the Applicant to be a single corporate entity, and will not accept proposals from joint ventures or any other entity (e.g., limited liability company) that is comprised of more than one corporate entity.

3.2 Cover Page

Include an IPQ cover that contains the Project title “Prequalification Application for IPQ-24-028: Buildings L and G Elevator Replacement Project.”

3.3 IPQ Checklist

Applicants shall complete the IPQ-24-028 Checklist provided as Attachment A and include it in the Application. The purpose of the IPQ Checklist is to aid the Applicant in ensuring all submittal requirements have been included in the Application and to provide a page reference indicating the location of each submittal requirement in the Application. The IPQ Checklist is provided to assist the Applicant in preparing its application as a guide only. It does not absolve the Applicant from meeting all requirements of the IPQ.

3.4 Prequalification Statement

Each Applicant shall complete the prequalification statement as provided in Attachment C and include it in the Application. The Applicant shall provide all information required on the prequalification statement. All information must be typed or neatly printed.

3.5 Team Organization and Commitment

The Applicant shall provide sufficient information on Key Personnel qualifications to enable AlexRenew to understand and evaluate the Applicants' proposed Project team as an elevator prime contractor for the Project. The Applicant's Project team must reflect at least ten (10) years of experience for each person on similar type of work and in similar capacity as proposed for this Project. The Applicant shall provide the following:

- A. A summary of the following Key Personnel. Key Personnel shall all be employees of the Applicant, assigned to the project in the event of the award for the duration of the project, and shall have demonstrated experience in their proposed roles.
 - **Project Manager.** Responsible for overall planning and delivery of the Project including planning, construction, and commissioning.
 - **Project Superintendent.** Responsible to planning, surveying, scheduling mobilization, oversight of all manpower onsite, and demobilization. Also responsible for site safety, quality control and assurance, as well as all relevant permitting.
 - **Project Foreman.** Responsible for overseeing and performing equipment installation duties on a daily basis, while evaluating the performance of lower-tier technicians, apprentices, and subcontractors.
- B. Summary for Key Personnel shall include:
 - Name of Key Personnel
 - Total number of years of experience
- C. Full resumes highlighting experience in the proposed role and clearly stating their role on this Project.
- D. Provide total number of modernization crews employed by the Applicant.

3.6 Related Project Experience

Provide sufficient information to enable AlexRenew to understand and evaluate the experience of the Applicant as an elevator prime contractor on projects of similar scope, size and value.

Provide a minimum of three (3) reference projects that the Applicant acted as a prime elevator contractor and that the Applicant considers most relevant for demonstrating the team's qualifications reflecting the listed elements Sections 2.4 and 3.6. These three (3) reference projects must have been performed and completed within the ten (10) years prior to the issuance date for this IPQ.

Summary of Related Project Experience shall include:

- A. Reference Project name
- B. Reference project location, and description/scope
- C. A brief description of work self-performed by the Applicant and estimation of the percentage of work self-performed.

- D. Any Key Personnel that performed on the Reference Project and role on the Reference Project.
- E. Contact information for a person representing the owner/client for the Reference Project who was in responsible charge of the project and is knowledgeable of the Applicant's role (include name, title, phone number, and e-mail).
- F. The Reference Project's awarded cost, and final completed cost. Describe any claims or significant change orders that delayed the schedule and/or increased the project cost.
- G. The date the Reference Project started, the planned completion date at the time of award, and the actual project completion date.

3.7 Safety Program and Record

Submit a summary description of the Applicant's safety program. Include a description of safety programs or procedures that would be applicable to the Project, including but not limited to worker safety, owner safety, and visitor safety. Submittals of complete safety manuals are not required nor desired.

Provide the following safety information and records for the Applicant:

- A. The current Workers' Compensation Experience Modification Ratio ("EMR") or Experience Modification Factor ("EMF"). The EMR or EMF is the workers' compensation insurance premium adjustment factor that has been calculated by the National Council on Compensation Insurance (NCCI) or other similar advisory organization or rating bureau. The EMR or EMF is calculated by comparing a company's actual workers' compensation loss data against average loss data for other employers in the same state who share the same industry classification code.
- B. The completed OSHA Form 300A "Summary of Work-Related Injuries and Illnesses" for the three (3) most recent years (include in Application).

3.8 Other Forms and Required Documents

3.8.1 SCC Registration

Execute and return the State Corporation Commission (SCC) Registration Form (provided as Attachment B) for the Applicant. Provide the name, registration number, and status.

3.8.2 Surety Letter

Include a letter from a surety company (with a Best's Financial Strength Rating of A-minus and Financial Size Category VIII or better by AM Best Company) in the Application stating that the Applicant can obtain a performance and payment bond based on the current estimated Contract value referenced in Section 2.3, which bonds will cover the Project and any warranty periods. The letter shall clearly state the rating categorization noted above and reference the estimated Contract value.

4 EVALUATION OF PREQUALIFICATION APPLICATIONS

- A. AlexRenew or its designee may deny prequalification to any Applicant if it finds any of the following (in addition to other criteria outlined in this Application):
- i. Prequalification submittals that fail to conform to the requirements (as listed in Section 5) of the Prequalification Application may be considered non-responsive and the Applicant determined to be "not qualified to bid".
 - ii. If any Applicant knowingly makes a misrepresentation in submitting information to AlexRenew, such misrepresentation may be sufficient grounds for denying prequalification to that Applicant or rescinding the Applicant's prequalification.
 - iii. The Applicant does not have sufficient financial ability, including bonding capacity, to perform the contract.
 - iv. Applicant does not meet minimum experience requirements as an elevator prime contractor.
 - v. The Applicant does not have the appropriate staff or experience to perform the work.
 - vi. 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 contract for governmental or non-governmental projects.
 - vii. The Applicant has been in substantial non-compliance with the terms and conditions of prior construction contracts without good cause.
 - viii. 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 construction or contracting.
 - ix. The Applicant (or any officer, director, owner thereof) is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency or another state, or agency of the federal government.
 - x. The Applicant fails to provide to AlexRenew any additional information requested by AlexRenew within time frames established in this solicitation.
- B. In evaluating each Application, AlexRenew will consider information provided in the Application and the following criteria:
- i. The Applicant shall have a minimum six (6) years as licensed elevator contractor in local market.
 - ii. The Applicant shall have acted as an elevator prime contractor and have completed construction/modernization of at least three (3) similar projects for governmental, institutional, or private owners, each with an original contract value (or greater) of similar scope and size.

- iii. Satisfactory performance as a general contractor within the past ten (10) years on projects of similar in size, scope, and value including the ability to meet scheduled completion dates.
 - iv. The Applicant shall have at least one (1) local Business Manager and one (1) local Field Superintendent.
 - v. The Applicant shall have at least five (5) dedicated modernization crews overseen by dedicated modernization superintendent.
 - vi. Ability to obtain Performance and Payment Bonds in the amounts required for this Project.
 - vii. Possession of a valid Class A Virginia Contractor's license prior to bid submission.
- C. Applications will be evaluated in accordance with the criteria listed in this solicitation. An unsatisfactory rating in any one category may be considered sufficient cause to determine that an Applicant is “not qualified to bid”.
- D. By applying, the Applicant agrees that AlexRenew and/or its representatives may research the information provided and contact entities associated with such information, at its discretion.

5 APPLICATION REQUIREMENTS

This Section describes the submittal and format requirements that all Applicants must satisfy in applying. Failure of any Applicant to submit its Application in accordance with this IPQ may result in rejection.

5.1 Format

Application shall be organized as outlined in Table 5.1 and shall not exceed five (5) page-equivalents.

Table 5.1. Prequalification Application Outline

IPQ Section	Contents	Does Section Count Toward Page Limit?
--	Cover Page	No
--	IPQ-24-028 Checklist	No
1	Prequalification Statement	No
2	Team Organization and Commitment	Yes
3	Related Project Experience	Yes
4	Safety Program and History	Yes
5	Resumes	No
6	OSHA Form 300A	No
7	Other Forms and Required Documents	No

Pages shall be 8.5-inch by 11-inch with minimum of 0.75-inch margins. Minimum font size shall be 11 point. Figures and tables may use a minimum font size of 9 point. Applications shall be in a single, searchable, Adobe Acrobat format (PDF). Format shall be in a layout to be printed on both sides, except cover pages and dividers.

Any 11-inch by 17-inch pages will count as two (2) page-equivalents and shall be formatted to print single-sided. All content shall be in English.

Unnecessarily elaborate materials beyond that sufficient to present a complete and effective Application are not desired.

5.2 Submission

Applications must be delivered electronically via e-mail to Purchasing@alexrenew.com, marked with the Applicant's name no later than the time and date deadline specified in this solicitation:

E-Mail Subject for Prequalification Application Submission:

IPQ-24-028 [APPLICANT'S COMPANY NAME]

Applications received after the submission date and time prescribed herein will not be considered and will be returned to the Applicant. If confirmation of Application receipt is needed, please use the

“Request Delivery Receipt” or similar email option when submitting Application. Paper copies of Application will not be accepted.

6 QUESTIONS AND ADDENDA

6.1 Questions and Clarifications

All questions and requests for clarification regarding this solicitation shall be submitted to AlexRenew's POC via e-mail only. No requests for additional information, clarification, or any other communication should be directed to any other individual.

NO ORAL REQUESTS FOR INFORMATION WILL RECEIVE A RESPONSE.

All e-mail communications to AlexRenew from Applicants shall specifically reference the correspondence as being associated with "Buildings L and G Elevator Replacement Project Prequalification".

All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.8. Questions or clarifications requested after such date and time will not be answered, unless AlexRenew elects, in its sole discretion, to do so.

6.2 Addenda

Changes to the Invitation to Apply for Prequalification, in the form of addenda, may be issued between the release and submission dates. Notice of addenda will be posted on eVA at <http://www.eva.virginia.gov> and the AlexRenew website <http://alexrenew.com>. All potential Applicants are encouraged to monitor these web pages for the most current addenda.

7 RIGHTS AND RESERVATIONS OF ALEXRENEW

In connection with this solicitation, AlexRenew reserves to itself all rights (which rights shall be exercisable by AlexRenew at its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:

- A. The right to cancel, withdraw, postpone or extend this Invitation or the subsequent ITB in whole or in part at any time prior to the execution by AlexRenew of the contract, without incurring any obligations or liabilities.
- B. The right to issue a new IPQ.
- C. The right to reject any and all submittals, responses, and bids received at any time.
- D. The right to modify all dates set or projected in this IPQ.
- E. The right to terminate evaluations of responses received at any time.
- F. The right to suspend and terminate the procurement process for the project, at any time.
- G. The right to revise and modify, at any time prior to the respective Application and bid submittal dates, factors it will consider in evaluating responses to this IPQ and the subsequent ITB and to otherwise revise its evaluation methodology. Should any modifications occur, Applicants will be notified.
- H. The right to waive or permit corrections to data submitted with any response to this IPQ until such time as AlexRenew declares in writing that a particular stage or phase of its review of the responses to this IPQ has been completed and closed.
- I. The right to issue addenda, supplements, and modifications to this IPQ, including but not limited to modifications of evaluation criteria or methodology and weighting of evaluation criteria.
- J. The right to permit submittal of addenda and supplements to data previously provided with any response to this IPQ until such time as AlexRenew declares in writing that a particular stage or phase of its review of the responses to this IPQ has been completed and closed.
- K. The right to hold meetings and conduct discussions and correspondence with one or more of the Applicants responding to this IPQ to seek an improved understanding and evaluation of the responses to this IPQ.
- L. The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the IPQ, including the right to seek clarifications from Applicants.
- M. The right to permit Applicants to add or delete entities and/or Key Personnel until such time as AlexRenew declares in writing that a particular stage or phase of its review has been completed and closed.
- N. The right to add or delete Applicant responsibilities from the information contained in this IPQ or the subsequent ITB.
- O. The right to appoint and change appointees of any members of AlexRenew's evaluation team.
- P. The right to use assistance of technical and legal experts in the evaluation process.
- Q. The right to waive deficiencies, informalities, and irregularities in an Application, accept and review a non-conforming Application, or seek clarifications or supplements to an Application.
- R. The right to disqualify any Applicant that changes its submittal without AlexRenew approval.
- S. The right to change the method of award between the advertisement of the IPQ and the advertisement of the ITB.
- T. The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to the IPQ.

8 MISCELLANEOUS

AlexRenew will notify all Applicants in writing whether they have been determined to be a prequalified contractor within fourteen (14) calendar days after the deadline for receipt of the Prequalification Application. This decision shall be final and conclusive unless the Applicant appeals within ten (10) business days of receipt of the notice by instituting legal action as provided in the Code of Virginia Section 2.2-4357. The Applicant may not institute legal action until all statutory requirements have been met.

8.1 No Obligations for Application Costs

AlexRenew shall not be responsible for any costs incurred by Applicants resulting from their participation in this procurement process. Each Applicant shall bear its own expenses in connection with such participation including the provision of any supplemental information, which may be requested. AlexRenew shall have no liability for costs incurred by Applicants in connection with the preparation and evaluation of prequalification materials and any findings and determinations made therefrom.

8.2 Competing Applications

An Applicant and its Affiliates, or a member of the Applicant's team and any Affiliates of such member, shall not be allowed to apply as another Applicant, or as a member of another Applicant's team. The following definitions apply:

- A. "Applicant" is the entity that will enter into the Agreement with AlexRenew and does not include subcontractors and subconsultants that do not directly execute the Agreement with AlexRenew.
- B. "Affiliate" means with respect to any company or entity, a company or entity that: (a) owns and controls, directly or indirectly, such company or entity; (b) is owned and controlled, directly or indirectly, by such company or entity; or (c) is owned and controlled, directly or indirectly, by the same company or entity that owns and controls such company or entity. The term "control" for purposes of this definition means ownership, directly or indirectly, of fifty percent (50%) or more of the issued voting shares of a company or entity or ownership of equivalent rights to determine the decisions of such company or entity or having the right to appoint at least fifty percent (50%) of the members of the board of directors of such company or entity.

8.3 Licenses and Registrations

Each Applicant must include in its team a Virginia-licensed Class A Contractor. All licensures and registrations must be effective as of the date of receipt of the prequalification. Additional team members may require Class A licensing in Virginia at the ITB step of this procurement process, depending upon the level of involvement either by percentage or value of work performed.

8.4 Conflict of Interest

Each Applicant shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this solicitation. Applicants are notified that prior

or existing contractual obligations between a company and a federal or state agency relative to the Project may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Applicant shall submit in writing the pertinent information to AlexRenew's POC. AlexRenew, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this solicitation that cannot be mitigated, shall not be allowed to participate as a contractor for the Project. Failure to abide by AlexRenew's determination in this matter may result in an Application or bid being declared non-responsive.

8.5 Ethics in Public Contracting Act

AlexRenew may, in its sole discretion, disqualify the Applicant from further consideration for the award of the Contract if it is found after due notice and examination by AlexRenew that there is a violation of the Ethics in Public Contracting Act, § 2.2-4367 of the Virginia Code, or any similar statute involving the Applicant in the procurement of the contract.

8.6 Virginia Freedom of Information Act

All Applications submitted to AlexRenew become the property of AlexRenew and are subject to the disclosure requirements of § 2.2-4342 of the Virginia Public Procurement Act and the Virginia Freedom of Information Act (FOIA) (§ 2.2-3700 et seq. of the Code of Virginia). Applicants are advised to familiarize themselves with the provisions of each Act referenced herein to ensure that documents identified as confidential will not be subject to disclosure under FOIA. In no event shall AlexRenew be liable to an Applicant for the disclosure of all or a portion of an Application submitted pursuant to this request not properly identified as confidential.

If an Applicant has special concerns about information which it desires to make available to AlexRenew but which it believes constitutes a trade secret, proprietary information, or other confidential information exempted from disclosure, such Applicant should specifically and conspicuously designate that information as such in its Application and state in writing why protection of that information is needed. The Applicant should make a written request to this effect to AlexRenew's POC as part of its Application package. The written request shall:

- A. Invoke such exemption upon the submission of the materials for which protection is sought;
- B. Identify the specific data or other materials for which the protection is sought;
- C. State the reasons why the protection is necessary; and
- D. Failure to take such precautions prior to submission of an Application may subject confidential information to disclosure under the Virginia FOIA.

Applicants shall not designate as trade secrets or proprietary information (a) the Applicant's entire Prequalification Application; (b) any portion of the Application that does not contain trade secrets or proprietary information; or (c) any line item or total prices. Nothing contained in this provision shall modify or amend requirements and obligations imposed on AlexRenew by applicable law, and the applicable law(s) shall control in the event of a conflict between the procedures described above and any applicable law(s).

In the event AlexRenew receives a request for public disclosure of all or any portion of an Application identified as confidential, AlexRenew will attempt to notify the Applicant of the request and AlexRenew's determination about whether any portion of an Application identified as confidential by the Applicant can be withheld from disclosure. AlexRenew will come to its own determination whether the requested materials are exempt from disclosure.

Because of the confidential nature of the evaluation process associated with this Project, and to preserve the propriety of each Applicant's Application, it is AlexRenew's intention, subject to applicable law, not to consider a request for disclosure until after AlexRenew's issuance of a Notice of Intent to Award. Applicants are on notice that once a Contract is executed, some or all of the information submitted in the Application may lose its protection under the applicable Virginia law.

8.7 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 an Applicant's ability to lawfully offer and perform any services proposed or related to the Project may render a submittal, in the sole and reasonable discretion of AlexRenew, non-responsive and/or non-responsible, and in that event such submittal may not be considered for selection of contract award.

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Attachment A
IPQ-24-028 Checklist Cover

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ALEXRENEW IPQ-24-028 Checklist

APPLICANT'S COMPANY NAME: _____

The purpose of the IPQ Checklist is to aid the Applicant to ensure all submittal requirements have been included in the Application and to provide a page reference indicating the location of each submittal requirement in the Application.

IPQ Section	Contents	Checklist	IPQ Page Reference
--	Cover Page	<input type="checkbox"/>	
--	IPQ-24-028 Checklist	<input type="checkbox"/>	
1	Prequalification Statement (Attachment A to this IPQ)	<input type="checkbox"/>	
2	Team Organization and Commitment	<input type="checkbox"/>	
3	Related Project Experience	<input type="checkbox"/>	
4	Safety Program and Record	<input type="checkbox"/>	
5	Resumes	<input type="checkbox"/>	
6	OSHA Form 300A	<input type="checkbox"/>	
7	SCC Form (Attachment B to this IPQ)	<input type="checkbox"/>	
8	Surety Letter	<input type="checkbox"/>	
		<input type="checkbox"/>	

ADDENDA ACKNOWLEDGEMENT. Your signature below serves as your acknowledgment that all addenda have been received and incorporated into the Application submission. Check all that apply.

- Addendum No. 1 Addendum No. 2 Addendum No. 3 Addendum No. 4

Name and Title (Applicant's authorized representative)

Authorized Signature

Date

RETURN THIS FORM WITH APPLICATION

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Attachment B
SCC Form

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SCC Form

Compliance with Virginia Law for Transacting Business in Virginia

The undersigned hereby agrees that, if AlexRenew selects your firm for Contract award as a result of the forthcoming Invitation to Bid, your firm will be required to meet the requirements of Virginia Code § 2.2-4311.2.

Please complete the following by checking the appropriate line that applies and providing the requested information:

- A. Applicant is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Applicant's Identification Number issued to it by the SCC is: _____ (The SCC number is NOT your federal EID number).
- B. Applicant is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Applicant's Identification Number issued to it by the SCC is:
_____ (The SCC number is NOT your federal EID number).
- Applicant does not have an Identification Number issued to it by the SCC and such Applicant does not require authorization to transact business in Virginia by the SCC for the following reason or reasons (list exemption in the box below)

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

Legal Name of Applicant

Authorized Signature

Date

RETURN THIS FORM WITH APPLICATION.

Attachment C
Applicant's Prequalification Statement

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APPLICANT'S PREQUALIFICATION STATEMENT

Submitted By
(Name of the
Company):

Company
Address:

Company Telephone No.:

Applicant's Virginia Contractor's License No.:

Class:

Tax ID No. (Soc. Sec. No. If Sole Proprietor):

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

Name:

Title:

Tel.:

Email:

Indicate if:

Corporation

Sole Proprietor

Partnership

Other (Indicate)

PROPRIETARY INFORMATION

Please mark one:

Yes, the request for prequalification I have submitted shall be considered proprietary information.

No, the request for prequalification I have submitted shall not be considered proprietary information and is subject to FOIA.

Applicant may attach additional information deemed appropriate to respond. Applicant shall make clear reference to the specific question (e.g. Question 3.B) when attaching additional information. Do not attach additional information irrelevant to the response.

1. Organization

A. How many years has your organization been in business as a construction contractor? _____

B. How many years has your organization been in business under its present business name? _____

C. Under what other or former names has your organization operated?

D. If your organization is a corporation, please indicate:

Date of incorporation: _____

State of incorporation: _____

President's name: _____

E. If your organization is a partnership, please indicate:

Date of organization: _____

Type of partnership: _____

Name of general partners: _____

F. If your organization is a sole proprietorship, please indicate:

Date of organization: _____

Name of Owner: _____

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

H. Submit 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.

I. Provide proposed organizational chart for the project with names of Key Personnel.

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

Yes _____ No _____

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

2. Judgments

A. Has the applicant or any officer, director or owner thereof had any judgments entered against him within the past ten years for breach of contracts for governmental or non-governmental construction, including, but not limited to, design-build or construction management?

Yes _____ No _____

If yes, provide details on any such judgment.

3. Contract Compliance

A. Has your firm been found to be in substantial noncompliance with the terms and conditions of prior construction contracts in the past 10 years?

Yes _____ No _____

If yes, provide details on any such instance.

B. Has the Applicant ever failed to complete any work awarded to it? If yes, state date(s), project(s), owner or A/E reference(s), and reason(s).

Yes _____ No _____

C. Has the Applicant ever been party to a construction contract, which was terminated by the owner, for the owner's convenience or otherwise? If yes, state date(s), project(s), owner or A/E reference(s), and reason(s).

Yes _____ No _____

D. Has the Applicant ever been declared to be in default or partial default on a construction contract or project? If yes, state date(s), project(s), owner or A/E reference(s), and reason(s).

Yes _____ No _____

E. Has an Owner or Owner's Agent ever taken steps to complete contract work, which was the Applicant's own responsibility? If yes, indicate date(s), project(s), owner or A/E references, and reason(s).

Yes _____ No _____

F. Has the Applicant ever been the subject of a stop work order on a construction project? If yes, state date(s), project (s), and reason(s).

Yes _____ No _____

G. Are there any judgments, claims, suits, arbitration proceedings, or other legal proceedings pending or outstanding to which the Applicant is a party? If yes, state date(s), project(s), and reason(s).

Yes _____ No _____

H. Has the Applicant filed or caused to be filed, any suits, arbitration requests or claims regarding any construction contracts within the past five (5) years? If yes, state date(s), project (s), and reason(s).

Yes _____ No _____

I. Has the Applicant been assessed liquidated damages for failure to complete a project by contract date within the past ten (10) years? If yes, state date(s), project (s), and reason(s).

Yes _____ No _____

J. Has the Applicant ever failed to complete punch list work on time?

Yes _____ No _____

4. Criminal Convictions

- A. Has the applicant or any officer, director or owner thereof 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, violation of(i) Ethics in Public Contracting(Article 4-§ 11-72et seq.), (ii) the Virginia Governmental Government (Chapter 4.2-§ 59.1-68.6 et seq.) of Title 59.1), or (iv) any substantially similar law of the United States or another state? If yes, provide details on any such convictions on a separate sheet.

Yes _____ No _____

5. Debarment

- A. Any debarment, or any consideration for debarment, on public contracts by the federal, state, or local government, or by any agency of such government over the past ten (10) years. If yes, provide narrative (3 pages or less) to describe and/or explain.

Yes _____ No _____

6. Financial

- A. Audited financial statements for the Applicant's previous three (3) fiscal years may be required. These financial statements, if requested, shall include a complete report of Applicant's financial resources, liabilities, equipment, and personnel.
- B. Is the Applicant currently a debtor in any bankruptcy case or has been in bankruptcy at anytime during the previous five (5) years? If yes, state date(s) and reason(s).

Yes _____ No _____

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