

2026-IFB-3091110 – PART 1 RFQu

Rivanna Futures VBRSP Site Development Contractor Prequalification & Bid Package

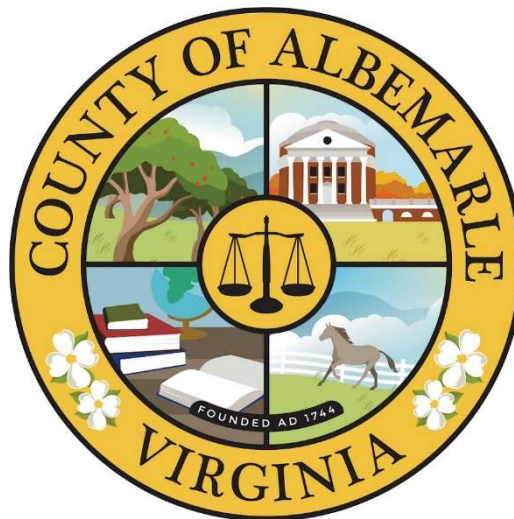
A Two-Part Process

August 11, 2025

Albemarle County Purchasing Department

401 McIntire Road, Room 248

Charlottesville, VA 22902



INVITATION FOR BIDS
Rivanna Futures VBRSP Site Development

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PART 2: INVITATION FOR BIDS (IFB) PACKAGE
(FOR PREQUALIFIED CONTRACTORS)

PART 2 IS NOT INCLUDED IN THIS SOLICITATION
FINAL PROJECT DOCUMENTS WILL BE ISSUED AT A LATER DATE IN THE INVITATION
FOR BIDS DOCUMENTS

Rivanna Futures VBRSP Site Development

NOTICE OF INVITATION FOR BIDS IFB No. 2026-IFB-3091110 – PART 1 RFQu

Sealed proposals are invited from Contractors to qualify to perform initial site development at the County of Albemarle's Rivanna Futures property located off Boulders Road, Charlottesville, VA 22911. The vision for Rivanna Futures is to host America's next globally competitive innovation and technology hub, driving Intelligence and National Security technology dominance that is transferable to broader markets. This site development will be funded by the Virginia Economic Development Partnership (VEDP), specifically the Virginia Business Ready Sites program (VBRSP) grant.

The scope of the project will include but is not limited to installation of environmental and sediment (E&S) controls, clearing & grubbing, storm water facilities, utilities, temporary roads, and mass grading of at least fifty (50) acres to provide a building pad ready site. Project is expected to start construction in early 2026 with completion within one year.

This is a two-part process:

Part 1: Pre-Qualification of Bidders: Submit Pre-Qualification Documentation no later than Friday, September 19, 2025, at 1:00 PM ET.

An Addendum naming Qualified Contractors will be posted on or about October 8, 2025. See Prequalification Requirements starting on page P-1 for instructions to pre-qualify.

Part 2: Qualified Bidders will be required to submit bids on a date to be determined immediately following Part 1.

Unless otherwise noted via Addendum, a Final Set of Plans and Specification will be posted as a separate solicitation numbered as 2026-IFB-3091110 - PART 2 around March 2026.

Contractors that qualify may submit sealed qualification proposals at the Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia in accordance with the procedures outlined in the "Bid Receipt and Bid Opening Procedures". The deadline for submitting Part 1 qualification proposals is **1:00 P.M. ET, as determined by the Purchasing Agent, on Friday, September 19, 2025**. The deadline for pre-qualified contractors to submit Part 2 proposals is **yet to be determined**. If the Albemarle County Office Building is closed for business at the time scheduled for bid opening, for whatever reason, sealed proposals will be accepted on the next scheduled business day, at the originally scheduled time.

The estimated construction cost range for this project is around \$8 Million. A Bid Bond is required with the bids from qualified contractors during PART 2 of the process. The "Time for Completion" will be identified in Part 2, with an anticipated start of construction in November 2025 and completion within one (1) year. More details will be provided in the documents posted for PART 2 of the process.

Qualification Proposals to be considered shall be received in a sealed envelope marked as follows: Albemarle County, Purchasing Office, Room 248, Albemarle County Office Building, 401 McIntire Road, Charlottesville, VA 22902: **Rivanna Futures VBRSP Site Development – Part I 2026-IFB-3091110 - PART 1 RFQu**

Procedures for submitting a qualification proposal, a bid, claiming an error, withdrawal of bids, and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to an error in the bid shall be permitted in accordance with Section 9 of the Instructions to Bidders and §2.2-4330A (i), Code of Virginia. The Owner reserves the right to reject any or all bids.

A non-mandatory Virtual Prequalification conference will be held on August 21, 2025, at 10:00 AM.

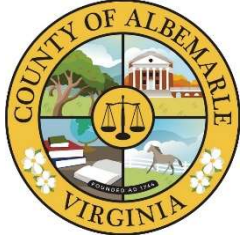
Only those Contractors who are pre-qualified to submit bids in accordance with this Request for Qualifications Process (RFQu) will be eligible to submit a Part 2 bid for the Project listed herein.

The contract award will be based on the Total Base Bid Amount (including any properly submitted bid modifications) plus as many Additive Bid Items in sequence as the Owner in its discretion decides to award.

Contractor registration in accordance with Title 54.1, Chapter 11, of the Code of Virginia, is required. See the Instructions to Contractors for additional qualification requirements.

The Invitation for Bid for the above project, including the drawings and the specifications prepared by **Line and Grade, LLC** and containing the information necessary for submitting a bid, may be downloaded online from the Albemarle County Purchasing website at <https://www.albemarle.org/government/finance/procurement/solicitations>. Please note that Contractors are responsible for checking the Purchasing website and downloading any Addenda issued for this bid.

The Albemarle County does not discriminate on the basis of race, religion, color, sex, national origin, age or disability, or against faith-based organizations as defined under the Virginia Public Procurement Act on the basis of such organization's religious or charitable character.



PROPOSAL / BID RECEIPT PROCEDURES
September 19, 2025
2026-IFB-3091110 -PART 1 RFQu
Rivanna Futures VBRSP Site Development

The following Albemarle County Purchasing Procedures shall be in effect:

1. Pre-qualification proposals should be submitted electronically by the stated due date and time, through the [Albemarle County Procurement Intake Form](#) on the Albemarle County Procurement Solicitations Page:

<https://www.albemarle.org/government/finance/procurement/solicitations>.

2. Alternatively, a secure lock box will be available, at the exterior of the County Office Building, at the front Visitors Entrance, and will be labeled Vendor/Contractor Bids or Proposals Only. Prequalification proposals shall be placed in this box, prior to the established due date and time for each solicitation. The outside of the envelope shall be clearly marked "2026-IFB-3091110-PART 1 RFQu Rivanna Futures VBRSP Site Development". It is the Offeror's responsibility to ensure that pre-qualification proposals are received prior to the established proposal's due date and time.
3. Prequalification proposals will be received until **Friday, September 19, 2025, no later than 1:00 P.M. ET**. Any further proposals received will be ruled as late proposals and will be retained un-opened. Late proposals will not be considered. If you have any difficulty utilizing the lockbox please call the Purchasing Office, at 434- 296-5854.
4. At the appointed time – yet to be determined, the bids will be virtually opened and read aloud by Purchasing personnel. Public attendance at the Bid Opening will be by virtual attendance through Go-To Meeting.
5. The bids shall be examined for conformance of all requirements of the solicitation including a signature, acknowledgement of addenda, and presence of a bid bond, when required. At the conclusion of the reading of the bids, Purchasing staff will complete the due diligence to examine bids for determination of complete responsiveness and vendor responsibility and additional information, including the bid tabulation, will be provided as it becomes available.
6. On a date and time in the to be determined, the Virtual Bid Opening for Part 2 may be attended through a Go-to-Meeting link that will be provided with Part 2 of the solicitation.

Rivanna Futures VBRSP Site Development

PART 1: Pre-Qualifications of Bidders

PREQUALIFICATION REQUIREMENTS

INSTRUCTIONS TO CONTRACTORS REGARDING PREQUALIFICATION

A. Purpose

1. Albemarle County (herein referred to as "the County") has established a Prequalification Process pursuant to Section §2.2-4317 of the Code of Virginia.
2. The purpose of the Prequalification Process is to provide the County with a means to determine which General Contractors are qualified to participate in bidding for construction of the Project. Subcontractors are not required to prequalify. Only General Contractors will be considered for this prequalification to Bid process. Hereinafter "Contractors" as used herein refers to General Contractor.
3. Only those Contractors who have duly complied with the Prequalification Process and have been determined to be qualified will be prequalified and be eligible to submit a construction proposal on the Project.

B. General Project Scope

1. The scope of the project will include but is not limited to installation of environmental and sediment (E&S) controls, clearing & grubbing, storm water facilities, utilities, temporary roads, and mass grading of approximately fifty (50) acres to provide a building pad ready site. Project is expected to start construction in early 2026 with completion tentatively within one year.
2. The Contractor shall furnish and install all materials, equipment, and labor required to deliver the Work in accordance with Part 2 documents and all applicable codes.
3. Once contracted, Contractor shall provide construction services including obtaining approvals by all applicable Authorities Having Jurisdiction (AHJ).
4. Project requires coordination with installation of Work by the Rivanna Sewer & Water Authorities, Virginia Department of Transportation (VDOT), Rappahannock Electric Cooperative, and any other potential utilities to the property.
5. Project may require design and/or construction coordination with potential site developers of the project site and/or adjacent parcels.

C. Application

1. Contractors wishing to prequalify must submit their "Application" in the following form:
 - a. Contractor's Application to Prequalify
 - b. Contractor's Qualification Statement and Questionnaire
 - c. Contractor's informational or marketing brochure, if available.
2. If questions arise concerning the Prequalification Process or the Project, contact the Purchasing Department for information and clarifications: **Vidhi Danak, 434-296-**

5854 x 3148; vdanak@albemarle.org

3. Fully completed applications will be received no later than 1:00 P.M. ET on Friday, September 19, 2025.
4. Contractor's Qualification Statement and the Questionnaire must be signed by an officer of the Company and shall be sealed if a corporation.
5. Please note that the prequalification applications must be submitted to the County Purchasing Department in accordance with the procedures outlined in the "Proposal / Bid Receipt and Bid Opening Procedures".
6. Applications which are incomplete or illegible may be rejected at the discretion of the County.
7. Determination of the completeness of the application will be at the sole discretion of the County.
8. Any application not received by the Albemarle County Purchasing Department, 401 McIntire, Charlottesville, VA 22902, in accordance with the "Proposal / Bid Receipt Procedures", by the deadline in the preceding sentence will not be considered unless deemed by Albemarle County, in its sole discretion, to be in its best interests.
9. Applications shall be addressed to: Albemarle County Purchasing Department
Attn: Vidhi Danak
Room 248
401 McIntire Road
Charlottesville, VA 22902
10. The County reserves the right to waive any informality and/or to request additional information from Contractors, at its discretion.
11. Contractor understands the importance to the prequalification process for this project of the County obtaining candid information about Contractor's past performance. Accordingly, by submitting an Application, the Contractor agrees that (1) the County and/or its representative(s) may research and/or verify the information provided and contact third-parties regarding such information, at its discretion; and (2) Contractor shall make no threat to sue, claim or lawsuit, including without limitation, for disparagement or defamation, against Albemarle County and/or any of its representatives and/or against any such third-parties providing information to the County in connection with Contractor's prequalification for this project.

D. Submittals

Please see "Proposal / Bid Receipt and Bid Opening Procedures"

E. Evaluation

1. The criteria upon which qualifications of Contractors will be evaluated are set out in the Albemarle County's Prequalification Process for Construction Projects (see Appendix A). The objective of the evaluation is to determine which Contractor(s), in the opinion of the County and its representative(s), are qualified to perform the Work required for the Project. Each Contractor retains the sole responsibility for adequately demonstrating its own capabilities so that it is perceived to be qualified for the project.
2. Evaluation of the Contractor's qualification to perform will be based upon the criteria indicated in paragraph E.1 above, including "appropriate experience" required to

prequalify for this project as outlined in E.2.a-d below. All requests for appropriate experience may be included as an attachment to the Contractor's Qualification Statement and Questionnaire.

Specific minimum construction experience by the firm that constitutes "appropriate experience" required to prequalify for this Project includes:

a. Firm Experience:

The contractor or contractor's office that will handle this project shall provide experience on projects of similar scope. The Contractor must identify three (3) projects performed within the last ten (10) years, or currently in progress, where the supplier was the prime, focusing on what the supplier considers most relevant in demonstrating the qualifications for this project. Briefly identify the project, scope of work, equipment used to complete the work, location, period of performance, contract amount, and supplier role. The projects shall be sufficiently comparable so that the Agency may conclude that the contractor is familiar with and capable of handling the project described herein.

Provide a list of at least three (3) references on projects with similar scope and complexity for which the Contractor was the prime and each key subcontractor that participated in the project. Briefly identify the project, location, original and final period of performance, original and final contract amount, reason for change orders, staffing level, and services performed for each reference.

Preferred Firm Experiences:

- i. Previous experience with Local, State or Federal Government site development projects.
- ii. Previous experience executing projects with grant funding.
- iii. Previous experience in Albemarle/Charlottesville area with demonstrated relationships with local authorities having jurisdiction, utility providers, and subcontractors / vendors.
- iv. Previous experience coordinating and / or performing work with Rivanna Sewer & Water Authorities, Virginia Department of Transportation (VDOT), and Rappahannock Electric Cooperative.
- v. Previous experience working at or near active military bases.
- vi. Previous experience with project development and design.

b. Project Team/Staffing:

- i. The successful organization shall provide and maintain an experienced, professional project team that is tailored to the size, complexity, and scope of work of the Project. The Offeror is obligated to provide sufficient staffing with the qualifications required to expertly manage all construction activities relating to the Project at all times.
- ii. By submitting a response, the Offeror agrees that no individual assigned to the Project shall be removed from the Project without the prior consent of the Owner.
- iii. If the Offeror wishes to reassign an individual from the team assigned to the Project to another Project, the Offeror must make a formal, written request to the Owner and must verify that the Owner has received the request not later than ten (10) working days prior to the intended date of reassignment.

- iv. The Owner will make the final, binding decision on the release from the Project of a member of the team not later than five (5) working days from the intended date of reassignment.
- v. The above process may be waived in cases of personal emergency or extreme personal hardship or duress. The burden of proving such conditions to the Owner remains with the Offeror. In cases in which the Owner requests the removal of a member of the team for the remainder of the duration of the Project, the Offeror's Project Manager or Principal-in-Charge will act upon such cases promptly and will, within 72 hours, propose a replacement to the Owner.

c. Key Personnel Experience:

- i. The Project Manager most likely to be assigned to this project has served as Project Manager on at least three (3) projects in the last ten (10) years of similar complexity and comparable scope. Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Project Manager is familiar with and capable of handling the project(s) described herein.

Preferred Project Manager Experiences:

1. Previous experience with Local, State or Federal Government site development projects.
 2. Previous experience executing projects with grant funding.
 3. Previous experience in Albemarle/Charlottesville area with demonstrated relationships with local authorities having jurisdiction, utility providers, and subcontractors / vendors.
 4. Previous experience coordinating and / or performing work with Rivanna Sewer & Water Authorities, Virginia Department of Transportation (VDOT), and Rappahannock Electric Cooperative.
 5. Previous experience working at or near active military bases.
 6. Previous experience with project development and design.
- ii. The Superintendent, most likely to be assigned to this project, has served as Superintendent on at least three (3) projects in the last ten (10) years of similar complexity and comparable scope. Equivalent or comparable experience may be considered, at the agency's sole discretion; however, it shall be sufficiently similar so that the agency may conclude that the proposed Project Manager is familiar with and capable of handling the project(s) described herein.

Preferred Superintendent Experiences:

1. Previous experience with Local, State or Federal Government site development projects.
2. Previous experience executing projects with grant funding.
3. Previous experience in Albemarle/Charlottesville area with demonstrated relationships with local authorities having jurisdiction, utility providers, and subcontractors / vendors.
4. Previous experience coordinating and / or performing work with Rivanna Sewer & Water Authorities, Virginia Department of Transportation (VDOT), and Rappahannock Electric Cooperative.
5. Previous experience working at or near active military bases.

6. Previous experience with project development and design.

d. References:

Provide at least three (3) references for which work of a similar nature to that described herein was performed within the past three years. The reference should include the name, title, address, phone number, and email of the person on the owner's team most intimate with the details of the project being referenced. See the attached Offeror Data Sheet on page 19.

3. Evaluation of the Contractor's qualification to perform will be based upon the criteria indicated in paragraph E.1 above, including "sufficient resources" required to prequalify for this project as outlined in E.3.a-c below. All requests for appropriate experience may be included as an attachment to the Contractor's Qualification Statement and Questionnaire.
 - a. Manpower and Equipment: Provide a tabulation of all in-house manpower listed by primary responsibility or combination of responsibilities (e.g. working Superintendent) and equipment.
 - b. Attach a list of your organization's current contracts, if any, at the time of this statement. Provide owner names and addresses and projected project or task order list.
 - c. Attach a list of your organization's frequently subcontracted trades to include Subcontractor name(s), trade(s), and experience (years and/or projects) working with your organization.
4. Additional information or clarification may be requested by the Owner or Architect after the Application has been submitted. Contractors shall respond to such requests within three (3) calendar days after receipt of such requests.
5. Information found to be incorrect, misleading, incomplete, or non-responsive may be sufficient cause to reject the Application at the discretion of Albemarle County.
6. Subject to Virginia Law, upon the Contractor's proper designation, voluntary information submitted by the Contractor shall be considered a trade secret or proprietary information.
7. A list of Contractors determined to be prequalified to submit proposals will be made available on the County of Albemarle's Solicitations website.

F. Notification of Eligibility for Submitting Proposals

1. All Contractors submitting an application will be notified of the County's determination.
2. **Only those Contractors determined to be qualified based on the IFB Part I RFQu will be prequalified to submit proposal for the Part 2 Invitation for Bids (IFB).**
3. All Applications submitted will become the property of the County and will not be returned.
4. This Prequalification may be canceled if determined to be in the best interest of Albemarle County.

END OF INSTRUCTIONS TO CONTRACTORS REGARDING QUALIFICATION

PREQUALIFICATION QUESTION FORM

(Use separate form for each question submitted.)

DATE: _____

PROJECT: Rivanna Futures VBRSP Site Development

2026-IFB-3091110 -PART 1 RFQu

The following question concerns Page number _____ :

All questions are due on September 11, 2025, no later than Time 1:00 PM ET. All responses to questions will be made by Addendum.

Questions submitted by: _____
Name Organization

Email Form To: Albemarle County Purchasing Department – Vidhi Danak at vdanak@albemarle.org
Albemarle County Facilities Planning & Construction – Steve
Hoffmann;shoffmann@albemarle.org

CONTRACTOR'S APPLICATION TO PREQUALIFY

(The Application)

• **REPRODUCE "THE APPLICATION" ON CONTRACTOR'S LETTERHEAD** •

Date: *(insert actual date the application is submitted)*

To: Albemarle County Purchasing Department
Vidhi Danak
401 McIntire Road
Room 248
Charlottesville, VA 22902

Re: **Application to Pre-Qualify**

To Whom it May Concern:

The undersigned Contractor, being familiar with the project description outlined herein, hereby submits the Pre-Qualify to Bid for the Rivanna Futures VBRSP Site Development project for Albemarle County, in Charlottesville, Virginia in accordance with the **Instructions to Contractors regarding Prequalification**.

The undersigned further certifies that additional research into this Contractor's history and past work may be conducted by Albemarle County or its representative(s), and that insurance and bonding requirements for the Project can be met by the Contractor.

Following is an enumeration of the documents and information comprising this Application:

1. This Application.
2. The Contractor's Qualification Statement and Questionnaire, signed, notarized, and sealed.
3. Attachments as necessary to provide the information required by the Contractor's Qualification Statement and Questionnaire.

Sincerely,

(Authorized Signature of Contractor's Representative)

CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

Submitted to: Albemarle County
Vidhi Danak
 401 McIntire Road,
 Room 248
 Charlottesville, VA 22902

	Office to Perform Work (If other than parent organization)
Parent Organization	
Name:	
Mailing Address:	
Street Address: (If other than mailing address)	

Telephone Number:

E-mail Address: _____

Name, telephone number, and e-mail address of Contractor's point of contact concerning this questionnaire:

Check one of the following, as applicable:

Corporation Partnership Individual Joint Venture

List all of Contractor's subsidiaries, parent organization; and affiliates:

Check below if the Contractor requests that all information voluntarily submitted shall be considered a trade secret or proprietary information protected from the Freedom of Information Act disclosure, subject to the provisions of §2.2-4342, of the Code of Virginia:

Yes _____ No _____

1. **ORGANIZATION** (of the office of the Contractor that is proposed to perform the Work)

- 1.1. How many years has the office that is proposed to perform the Work been in business as a Contractor?
- 1.2. How many years has the office that is proposed to perform the Work been in business under its present business name?

- 1.2.1. Under what other or former names has the office that is proposed to perform the Work operated?

- 1.3. If you answer "yes" to any of the following, please provide the name, address, phone number, persons to contact, and circumstances related to the question on a separate attachment.

- 1.3.1. Has the Contractor or any of its officers, directors, or owners had judgments entered against any of them within the past ten years for the breach of contracts for governmental or nongovernmental construction:

Yes _____ No _____

- (i) Has the Contractor or any of its officers, directors, owners, project managers, procurement managers, or chief financial officials been convicted within the past ten years of a crime related to any activities at all related to any governmental or nongovernmental construction or contracting, including, but not limited to, a violation of Article 6 (§ 2.2-4367 et seq.) of this chapter, (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) 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:

Yes _____ No _____

- 1.3.2. Is the Contractor or any officer, director, or owner thereof 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:

Yes _____ No _____

- 1.3.3. Are there any claims, arbitration proceedings or suits of any kind pending or brought within the last five years against Contractor or any of its officers, directors, or owners relating in any way to any contract?

Yes _____ No _____

- 1.3.4. Have any federal, state, or local government agencies, institutions,

public bodies, or public entities excluded, suspended, or barred Contractor or any of its officers, directors, or owners from bidding on any contract within the past ten years? (Attach documents as necessary)

Yes _____ No _____

2. **LICENSING** (local, state, and/or nationwide)

2.1. Does the Contractor have a Class A Virginia General Contractor's License?

Yes _____ No _____

2.2. What is the Contractor's Class A Virginia General Contractor's license number (attach a copy of license)?

2.3. Who is Contractor's "Designated Employee" within the meaning of the licensing statute and its implementing rules for purposes of its Virginia Class A General Contractor's license?

2.4. What is the role of the Contractor's Designated Employee in the Contractor's organization?

3. **APPROPRIATE EXPERIENCE**

3.1. Has the Contractor (parent organization and/or the office that is proposed to perform the Work) ever been denied Prequalification by any governmental or public agency, entity, or body in the last ten years? If so, provide the date, the name and address of the entity, the reason for denial, and attach a copy of the notice of denial.

Yes _____ No _____

Explanation: _____

3.2. Legal Issues.

Has Contractor ever failed to complete any work awarded to it?

Yes _____ No _____

If the answer to this question is yes, provide the name of the Project, Owner, and Architect, Engineer, including Company name, address, and phone number,

associated with the event; and details of the failure to complete.

- 3.3. Attach a list of all construction projects that **the specific office which will perform this work** has in progress. Do **not** include projects being performed by a home office or branch office other than the specific office that will perform this work. Provide project name, address, contract amount, percentage complete and contact information for architects and owners.
- 3.4. Attach resumes of key personnel proposed for this project, demonstrating compliance with the requirements listed in paragraph E.2.b on page P-4, Instructions to Contractors Regarding Prequalification to Bid Process. For key personnel proposed, provide name, intended role on project, years of construction experience, years with current employer, years in current position, and experience on similar projects.

4. FINANCIAL

- 4.1. Certify below that the Contractor can obtain a Surety Bond from a corporation included on the United States Treasury list of acceptable sureties corporations in the amount and type required for this project (Bid bond as required by law, Performance Bond for 100% of contract sum) and can provide evidence of such ability, if requested:

Yes _____ No _____

4.1.1. Name of surety/bonding company:

4.1.2. Name and address of the bonding company agent:

4.1.3. Current bonding capacity with a contract surety/bonding company:

For any single project: _____

For all projects: _____

4.1.4. Current line of bonding credit that surety or sureties have extended to the Contractor (i.e., current outstanding bonds).

4.1.5. Have Performance or Payment Bond claims ever been made to a surety for this Contractor on any project, past or present, within the past five years? If the answer is yes, please describe the claim, provide the name and address of the surety involved and the person or entity making the claim, and state the resolution of the claim:

Yes _____ No _____

4.1.6. Has any surety refused to bond the Contractor on any project in the last five years? If the answer is yes, provide the name, address of the surety

company, and specify the reasons given for the refusal:

Yes _____ No _____

5. Certify below whether the Contractor can obtain insurance from an insurance company licensed in Virginia that is rated by A.M. Best A-1 or better as to quality and VII or larger as to size in the amounts indicated on the attachment hereto.

Yes _____ No _____

5.1. Name of insurance company: _____

5.2. Name and address of insurance agent: _____

5.3. Current insurance coverage: _____

- 5.4. Has any insurance company refused to insure you within the last five years? If your answer is yes, provide the name and address of the insurance company and the reasons.

Yes _____ No _____

If yes, insurance company name and address and reasons:

6. OTHER

- 6.1. List and/or attach any additional information that the Contractor believes will assist the Owner in evaluating its qualifications for this Project.

The undersigned Contractor certifies that it is a Class A Contractor under 54.1-1100 et seq., of the Code of Virginia. The undersigned Contractor agrees to comply with and be bound by Albemarle County's Prequalification Process.

The undersigned hereby acknowledges receipt of Addenda (if any):

Addendum No. _____, dated _____

Addendum No. _____, dated _____

The undersigned affiant certifies under oath and under penalty of perjury that the information contained in this Application and Qualification Statement and Questionnaire and attachments thereto, and any other information submitted with this Application is complete, true, and correct so as not to be misleading in any way.

(Firm Name) (Seal if Corporation)

(Address)

(City, State, Zip Code)

(Signature)

(Title)

Date

STATE of _____, County/City of _____, personally known to me or satisfactorily identified to me personally appeared before me this _____ day of _____, 20____, and swore or affirmed under penalty of perjury that the information contained in this Application and Qualification Statement and Questionnaire and attachments thereto, and any other information submitted with it was complete, true, and correct so as not to be misleading in any way.

Notary Public Signature _____

My Commission expires _____

Notary Seal

END OF CONTRACTOR'S QUALIFICATION STATEMENT AND QUESTIONNAIRE

OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.
2. Vendor's Primary Contact:
 Name: _____ Phone: _____
3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:
 _____ Years _____ Months
4. Vendor Information:
 FIN or FEI Number: _____ If Company, Corporation, or Partnership
5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

B.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

C.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

D.	Company: _____	Contact: _____
	Phone: _____	Email: _____
	Dates of Service: _____	\$ Value: _____

I certify the accuracy of this information.

Signed: _____ Title: _____ Date: _____

Appendix “A” – Prequalification to Submit Proposal Process (Evaluation)

ALBEMARLE COUNTY PREQUALIFICATION TO SUBMIT PROPOSAL PROCESS FOR CONSTRUCTION PROJECTS

Pursuant to Code of Virginia §2.2-4317, Albemarle County Purchasing Policy, the following as its prequalification process to prequalify prospective contractors to submit proposals on selected projects:

- a. The Director of Facilities & Environmental Services or his designee may, in his discretion, when he believes it to be in the best interests of Albemarle County, require prequalification of prospective contractors to submit proposal on a specific construction project for Albemarle County. The purpose of such prequalification shall be to limit prospective contractors for such construction project to contractors who show themselves to be qualified to construct the project. When the prequalification process is used for a project, only contractors who have complied with the prequalification process and been found qualified will be eligible to submit a proposal for the project.
- b. The Director of Facilities & Environmental Services or his designee shall develop the appropriate documentation for potential contractors to apply for prequalification. The Director of Facilities & Environmental Services or his designee may prescribe in such documentation specific mandatory requirements contractors must meet in order to prequalify for a specific project.
- c. In conducting prequalification of potential contractors, the Purchasing Director or his designee shall follow this prequalification process and the requirements of Code of Virginia §2.2-4317.
- d. The documentation used in Albemarle County’s prequalification process shall set forth the criteria upon which the qualifications of prospective contractors will be evaluated. The documentation shall request of prospective contractors only such information as is appropriate for an objective evaluation of all prospective contractors pursuant to such criteria. The documentation shall allow the prospective contractor seeking prequalification to request, by checking the appropriate box, that all information voluntarily submitted by the contractor as part of its prequalification application shall be considered a trade secret or proprietary information subject to the provisions of §2.2-4342, of Code of Virginia.
- e. In all instances in which Albemarle County requires prequalification of potential contractors for construction projects, advance notice shall be given of the deadline for the submission of prequalification applications. The deadline for submissions shall be sufficiently in advance of the date set for the submission of proposals for such construction so as to allow the prequalification process to be accomplished.
- f. **At least thirty (30) days** prior to the date established for submission of proposals under the procurement for which the prequalification applies, Albemarle County shall advise in writing each contractor who submitted an application whether that contractor has been prequalified. In the event that a contractor is denied prequalification, the written notification to the contractor shall state the reasons

for the denial of prequalification and the factual basis of such reasons.

- g. A decision by the Director of Purchasing or his designee under this prequalification process shall be final and conclusive unless the contractor appeals the decision as provided in Code of Virginia §2.2-4357.
- h. Albemarle County may deny prequalification to any contractor only if Albemarle County finds one of the following:
 - i. The Contractor does not have sufficient financial ability to perform the contract that would result from such procurement. If a bond is required to ensure the performance of a contract, evidence that the Contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required by the public body shall be sufficient to establish the financial ability of the Contractor to perform the contract resulting from such procurement;
 - ii. The Contractor does not have appropriate experience to perform the construction project in question;
 - iii. The Contractor or any officer, director, or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction.
 - iv. The Contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body without good cause. If the public body has not contracted with a Contractor in any prior construction contracts, the public body may deny prequalification if the Contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. 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.
 - v. The Contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ 2.2-4367 et seq.) of this chapter, (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) 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;
 - vi. The Contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and
 - vii. The Contractor failed to provide to the public body in a timely manner any information requested by the public body relevant to Subdivisions 1 through 6 of this subsection. In the event that a Contractor is denied prequalification, a written notification shall state the reason(s) for such denial of prequalification

and the factual basis of such reason(s).

- i. In determining if a contractor has the "appropriate experience" to be prequalified, Albemarle County may consider and use specific minimum experience requirements established by the Director of Facilities & Environmental Services or his designee for the specific project. Albemarle County may also consider the contractor's past performance on the projects that provide its past experience to determine if the projects provide the appropriate experience required.
- j. To the extent any provision in this process is deemed to be inconsistent with Code of Virginia §2.2-4317, whether due to amendment of that statutory provision or otherwise, then the provisions of §2.2-4317 shall control as to such inconsistency.
- k. The provisions of this process and its implementation are intended to be severable, and if any provision is deemed invalid, this shall not be deemed to affect the validity of other provisions.
- l. This prequalification process does not apply to any procurement done under the Public Private Education Facilities & Infrastructure Act of 2002 ("PPEA"), Code of Virginia §56-575.1, et seq., and is in no way intended to limit the County's discretion in the way it selects contractors under the PPEA.
- m. A determination that a contractor is prequalified does not necessarily preclude Albemarle County from determining that such a contractor is not responsible following proposal evaluation. Among other things, a change in circumstances or change in information, as well as different criteria allowed to be considered for prequalification versus responsibility, may lead to a different result. For example, a prequalified contractor that becomes debarred between prequalification and competitive negotiations process, or a contractor who is subsequently discovered not to have been totally candid in answering its prequalification questionnaire, might be deemed non-responsible.
- n. Prequalification of a contractor to submit proposal on one project does not prequalify that contractor to submit proposal on a different project or mean that the contractor will necessarily be deemed to be a responsible offeror for a different project.
- o. Neither this Prequalification Process nor its implementation by Albemarle County shall be deemed to create any contract right in any prospective contractor or to give any prospective contractor any right beyond that conferred by Code of Virginia §2.2-4317. All prospective contractors shall be responsible for their own expenses in applying for prequalification, and Albemarle County shall have no liability for any such expense.

**END OF APPENDIX "A" – PREQUALIFICATION TO SUBMIT BIDS PROCESS
(EVALUATION)**

Rivanna Futures VBRSP Site Development

END OF PART 1: PRE-QUALIFICATION OF BIDDERS