

DEPARTMENT OF PUBLIC WORKS
AND ENVIRONMENTAL SERVICES
BUILDING DESIGN AND CONSTRUCTION DIVISION
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COUNTY OF FAIRFAX
VIRGINIA

ADDENDUM NO. 1
FAIRFAX COUNTY JUDICIAL ANNEX
PROJECT NO. GF-000066-001

This addendum consists of a total of 9 page.

This addendum is supplementary to the Request For Qualification (RFQ) documents for Fairfax County Judicial Annex in Fairfax County, Virginia. Items **highlighted** in the "Contents of Addendum No. 1" listed below are accompanied by attachments occurring after the Owner's authorizing signature.

All revisions, additions, or deletions included herein as Addendum No. 1 shall become a part of the RFQ Documents as if originally called for in the initial RFQ package.

Contents of Addendum No. 1:

	<u>DOCUMENT</u>	<u>DESCRIPTION</u>
FAIRFAX COUNTY JUDICIAL ANNEX – PREQUALIFICATION APPLICATION INSTRUCTIONS		
1.0	Prequalification Application Instructions/3. Preparation and submission of Prequalification Application	Revised the due date from Monday April 14, 2025, to Wednesday, April 23, 2025.

END OF ADDENDUM No. 1

COUNTY OF FAIRFAX, VIRGINIA	
By: _____ \s\ Tiya S. Raju, Director Building Design and Construction Division	Dated: _____ 4-14-2025

**FAIRFAX COUNTY
DEPARTMENT OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES**

PREQUALIFICATION APPLICATION INSTRUCTIONS

**Fairfax County Judicial Annex
GF-000066-001**

1. GENERAL

Fairfax County ("County") is soliciting prequalifications of bidders for construction of the Fairfax County Judicial Annex project.

Only firms that have been prequalified in accordance with the procedures set forth herein will be allowed to submit bids for these projects. Bids received from those who have not been prequalified will not be considered.

The decision to prequalify an Applicant shall not constitute a determination that the Applicant is responsible and such Applicant may be subsequently rejected as non-responsible based on subsequently discovered information. All bidders will be required to meet the Fairfax County Safety Resolution at the time of bid. See Attachment G for the current Fairfax County Safety Resolution.

The County 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. The County 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.

All material submitted by the applicant shall become the property of the County and will not be returned. Applications will be treated as confidential documents.

The County reserves the right to extend the Application submission deadline or modify the application criteria, by way of an addendum, should such action be deemed in the best interest of Fairfax County.

Termination of the Prequalification process can occur, and the County reserves the right to do so when necessary. Applicants will be so notified in writing. If the process is terminated, no compensation will be made to any applicants regardless of the stage of completion of the process.

Please note that, by applying for prequalification, the applicant acknowledges that the subject project requires Contractor-compliance with the responsibilities and reporting requirements shown in the Fairfax County Prevailing Wage Ordinance and Virginia Code 2.2-4321.3 (latest editions). Additional information on the Prevailing Wage Ordinance can be found at the following webpage:

<https://www.fairfaxcounty.gov/topics/prevailing-wage-ordinance>

This is not a request for proposal.

2. DESCRIPTION OF WORK

The Fairfax County Judicial Annex project consists of constructing, adjacent to the existing County Courthouse, a new four-story administrative/storage building including penthouse mechanical spaces and additional below-grade parking. The building will contain programmed spaces for open office seating, enclosed offices, conference and multi-purpose rooms, high-density filing storage, an exercise room, below-grade parking and property evidence storage.

The project address is 4060 West Street, Fairfax, VA 22030.

The General Contract for this project is anticipated to be advertised for bid in **June 2025** with bid opening in **July 2025**. Contract Award and start of construction are anticipated to occur in **Fall 2025**. The overall construction duration is planned to be **approximately 30 months**. These are estimated dates, seasons, and durations which are subject to change. The construction cost for this project is estimated to be approximately \$120 million USD.

3. PREPARATION AND SUBMISSION OF PREQUALIFICATION APPLICATION

- A. Applicants may choose one delivery method (hardcopy or electronic). Hardcopy Application Packages must be sealed. The sealed Application package must be clearly and legibly marked on the outside lower left corner as follows:

**SEALED PREQUALIFICATION APPLICATION - DO NOT OPEN
FAIRFAX COUNTY JUDICIAL ANNEX
PROJECT NO. GF-000066-001**

Sealed hardcopy application packages are to be post-marked on or before Wednesday April 23, 2025, and delivered in a single sealed and legibly marked package, addressed to the Office of the Director, Building Design and Construction Division, Department of Public Works & Environmental Services, 12000 Government Center Parkway, Suite 449, Fairfax, Virginia. Sealed. The applicant's full business name shall be clearly displayed on the outside of the envelope. **Electronic submissions of prequalification application packages are to be transmitted on or before 4:30 PM on Wednesday April 23, 2025**, to the following email address: building@fairfaxcounty.gov. Late applications will not be accepted. The Applicant shall assume full responsibility for timely delivery of the Application.

- B. The Prequalification Application Form must be typed or neatly printed and shall not exceed 60 pages of data, (30 sheets printed front and back, or 60 sheets of single sided print) exclusive of any required financial documents. Hardcopy submissions are to be provided as one (1) original paper hardcopy in a suitable three-ring binder. The information presented should be clear, complete, responsive, concise, truthful, and accurate. All attachments submitted shall be identified with the name of the applicant, project name, and project number. All pages are to be consecutively numbered. Complete full-color high-resolution searchable PDF files for all application packages are to be provided to the Owner upon request. Please note that emails sent to Fairfax County cannot have attachments with file sizes totaling more than 19MB. Sending up to three separate emails to cover one submission is acceptable. All email submissions for the same applicant must be transmitted on the same date. Incomplete packages will not satisfy timeliness requirements and will not be reviewed. Please submit any questions regarding this process to building@fairfaxcounty.gov.

Failure to submit a complete response using the official submittal forms provided herewith

may be considered cause for rejection of the application. Unauthorized modification of any portion of the application may be cause for submission rejection. The Owner reserves the right to decide, at its sole discretion, whether to reject any or all applications, and any such decision shall be considered final.

- C. Applicant shall provide all supplemental information including any additional information requested in the Invitation or submitted as part of the Prequalification Application Form. This information shall be typed or clearly printed on the Applicant's letterhead in an organized, concise manner and should follow the same sequence as the Prequalification Application Form with the item numbers cross-referenced. County or assigned designee may, at their sole discretion, contact one or more Applicants during the evaluation process for clarification of any entries in the Prequalification Application and may request additional information. Such additional information must be submitted to the County prior to expiration of the submission period and no later than seven (7) calendar days after the receipt of the request by the Applicant, whichever comes first.
- D. The County intends to contact all references listed in the application to establish Applicant's performance in all aspects.
- E. Applicants must provide prompt notice to the County if the Applicant experiences a substantial change in its financial condition, ownership, Fairfax County Safety Resolution compliance status, corporate structure, or personnel after the Prequalification Application Form and related information have been submitted and prior to completion of the bidding process.

Failure to notify the County of any substantial change in financial condition, Fairfax County Safety Resolution compliance, corporate structure, or personnel may constitute grounds for rescinding the Applicant's qualification to bid or for rejection of their bid proposal.

4. APPLICANT QUESTIONS, ADDENDA, AND INTERPRETATIONS

- A. All requests for interpretation of the meaning of the Prequalification Instructions and Application Form must be made in writing addressed as indicated in the Invitation to Apply for Prequalification, and to be given consideration, such requests must be received at least seven (7) calendar days prior to the advertised deadline for submittal of the Prequalification Application.
- B. Any and all such interpretations and any supplemental instructions or changes will be in the form of written addenda which, if issued, will be posted on-line not later than three (3) calendar days prior to the deadline for submittal of the Prequalification Application. Failure of any Applicant to receive any such addenda shall not relieve the Applicant from any obligation under this Prequalification Procedure. All addenda so issued shall become part of the Prequalification Application and acknowledgment of receipt must be indicated by all Applicants on the Prequalification Application Form on page 1.

5. EVALUATION OF PREQUALIFICATION APPLICATIONS

- A. The County will determine whether applicants are either "qualified" or "not qualified" to bid on this Project. The County will notify all Applicants in writing whether or not they have been determined to be a prequalified contractor within thirty (30) 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) calendar days of receipt of the Notice by instituting legal action as provided in the Code of Virginia.

If, upon appeal, it is determined that the action taken by the County was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the sole relief available to the Applicant shall be restoration of eligibility. The Applicant may not institute legal action until all statutory requirements have been met.

In determining whether an Applicant should be prequalified, the County, in its sole and absolute discretion, will decide whether the Applicant is capable of fully performing the contractual requirements for the Project, in all respects. The prequalification process is designed to determine the applicant's performance capability as well as its business integrity, safety record, and reliability.

- B. Any unsatisfactory references may serve as a basis for disqualification of the Applicant. Examples of unsatisfactory references include but are not limited to untimely performance, failure to properly schedule the work, failure to complete the work, defective work not corrected, failure to complete punch list work, lack of proper manpower to meet scheduled activities, poor workmanship, submission of unreasonable claims, failure to make prompt payments, inappropriate staffing, or any other documented evidence of noncompliance with the terms and conditions of prior construction contracts.
- C. In evaluating each Application for Prequalification, the County will consider information provided in the Application for Prequalification and the following criteria:
 - 1. The Applicant must have been established as a full-time construction contractor for a minimum of ten (10) years holding or eligible to hold a Virginia Class A contracting license.
 - 2. The Applicant shall have acted as a General Contractor and have successfully completed construction of at least one similar construction project in each of the following three categories (A, B, and C), performed for governmental, institutional, or private owners, completed during the past seven (7) years, each with an original contract value and description as noted below and in the Application for Prequalification.
 - Category A. New Multistory Judicial Building or Court Support Services Type Facility with original construction contract value of \$30,000,000 or more: One (1) or more project(s).
 - Category B. New Multistory Office Facility executed as a single contract with original contract value of \$100,000,000 or more: One (1) or more project(s).
 - Category C. New Multilevel Underground Parking Facility with a minimum of 100 underground parking spaces on two or more subgrade levels: One (1) or more projects. This category may be a facility that is integrated into a facility provided in Category A or B
 - 3. Satisfactory performance as a general contractor throughout the past ten (10) years on projects similar in size, complexity, and scope including the ability to meet

scheduled completion dates.

4. Ability to obtain Performance and Payment Bonds in the amounts required for this project.
 5. Possession of a valid Class A Virginia Contractor's license prior to bid submission.
- D. Applications will be evaluated in accordance with the criteria listed in these Instructions. An unsatisfactory rating in any one category may be considered sufficient cause to determine that an Applicant is "not qualified to bid".
- E. By submitting an Application, the Applicant agrees that the County and/or its representatives may research the information provided and contact entities associated with such information, at its discretion.
- F. The County 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):
1. Prequalification submittals that fail to conform to the requirements of the Prequalification Application may be considered non-responsive and the Applicant determined to be "not qualified to bid".
 2. If any Applicant knowingly makes a misrepresentation in submitting information to the County, such misrepresentation may be sufficient grounds for denying prequalification to that Applicant or rescinding the Applicant's prequalification. Any such misrepresentation may also result in debarment of the Applicant by the County.
 3. The Applicant does not have sufficient financial ability, including bonding capacity, to perform the contract.
 4. Applicant does not meet minimum experience requirements.
 5. The Applicant does not have the appropriate staff or experience to perform the work.
 6. 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, including but not limited to, construction, design-build or construction management contracts.
 7. The Applicant has been in substantial non-compliance with the terms and conditions of prior construction contracts without good cause.
 8. The Applicant (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 construction or contracting.
 9. 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.

10. The Applicant fails to provide to the County any additional information requested by the County within time frames established in this solicitation.

6. APPLICATION REQUIREMENTS

Application Forms and Supplemental Information must be typed or printed clearly. Information presented therein shall be clear, complete and concise. Page 1 of the Application for Prequalification shall be the cover page for each copy of the Application submitted. The following forms and attachments comprise the Application for Pre-qualification:

- A. Applicant's Prequalification Statement: The Applicant shall provide the information required. The form in Attachment A shall be used.
- B. Project Experience: List construction projects currently being performed or performed during the past ten (10) years as outlined in Attachment B. Provide details for similar construction projects in each of the following categories (A, B, and C) on at least **three** of those projects completed within the past 7-years which are most similar in size, complexity, and scope to the proposed Project on the enclosed form Attachments B1, B2, B3, continuing with additional attachment B's as needed, sequentially numbered, to demonstrate conformance to minimum experience requirements described in Section 5C above.
 - Category A. New Multistory Judicial Building or Court Support Services Type Facility
 - Category B. New Multistory Office Facility
 - Category C. New Multilevel Underground Parking Facility
- C. Key Personnel: Information about the experience of the key personnel that the applicant plans to assign to this project.
- D. Contractor's License: A statement of applicant's ability to acquire a Virginia Class A Contractor's License, if currently unlicensed, prior to bidding; and a commitment to require that all affected subcontractors obtain applicable Virginia licenses.
- E. Surety Statement: Applicant's ability to acquire bid, performance, and payment bonds for this project.
- F. Safety Program and History: Description of Applicant's Safety Program, Safety Record and EMR, during the past three (3) years.
- G. Fairfax County Construction Safety Resolution
- H. Quality Control Program: Applicant shall outline its Quality Control Program and its implementation plan.
- I. Affidavit of Accuracy: Certification that the information contained in the Application for Pre-qualification is true and accurate. The form in Attachment I shall be used.

7. PROJECT EXPERIENCE

The prequalification application shall demonstrate the experience of the Applicant as a general contractor of new multipurpose buildings. The Applicant shall describe their experience, specifically identifying and describing the following:

A. Minimum Experience Requirement:

1. The Applicant must have been established as a full-time construction contractor for a minimum of ten (10) years holding or eligible to hold a Virginia Class A contracting license.
2. The Applicant shall have acted as a General Contractor and have completed construction of at least three (3) substantially similar projects for governmental, institutional or private owners, within the past seven (7) years, with at least one (1) in each of the three (3) categories below with an original contract value and description as noted in paragraph 5.C. above.
 - Category A. New Multistory Judicial Building or Court Support Services Type Facility
 - Category B. New Multistory Office Facility
 - Category C. New Multilevel Underground Parking Facility
3. Debarment Status – By submitting an RFQ package, the applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any federal, state, or local government or business entity. If the applicant experiences a material change in its debarment status after the RFQ submission is submitted and prior to the award of the contract for the Project, the applicant shall notify the Owner of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. If at any time during the evaluation process the applicant is debarred as described above, it will be considered grounds to reject their application.

B. Satisfactory experience in the General Contracting of new building construction within the last ten (10) years. Provide the current status of projects in progress, including project duration and anticipated completion of each project. Explanations shall be given for any project that finished, or is currently, behind schedule.

C. Name, address and telephone number of individual(s) representing owners of each listed construction project who is familiar with the services provided by the Applicant. Fairfax County will contact the individual to verify the experience and satisfactory performance of services by the applicant.

8. KEY PERSONNEL / PROJECT TEAM

The Applicant must identify the Applicant's proposed key personnel including project executive, project manager, and field superintendent intended to be assigned to the project in the event award is made to the Applicant's firm.

Such personnel shall be, insofar as practical, assigned to the project for the duration of such project. The applicant must provide a detailed resume' for each such individual. The Applicant shall describe in the application the individuals' responsibilities on previous projects and their proposed responsibility on this project. The application must demonstrate that the Applicant has the capability, in terms of both types and quantities of personnel, facilities and equipment required to accomplish the contract goals on schedule.

The Applicant's project management team must reflect at least ten (10) years of experience for each key person on similar type work and in similar capacity as proposed for this Contract. Those key people who do not have ten years of experience will be removed from the proposed organization chart and the chart thus evaluated. If the Applicant does not propose a project

management team meeting the minimum experience and qualification criteria, the Applicant may be considered "not qualified to bid". The successful Applicant must assign the proposed project manager to this project or replace them with individuals having equal or greater relevant construction experience.