



SMITHSONIAN INSTITUTION

Request for Qualification No. F16SOL10012

for

**INDEFINITE DELIVERY/INDEFINITE QUANTITY (IDIQ) JOB
ORDER CONTRACT (JOC) CONSTRUCTION SERVICES IN
WASHINGTON, DC MERTOPOLITIAN AREA
8(a) SETASIDE & SERVICE-DISABLED VETERAN-OWNED**

Issue Date: Monday, February 15, 2016

Due Date: Tuesday, March 15, 2016 at 3:00PM EST

**Issuing Office:
Smithsonian Institution
Office of Contracting
2011 Crystal Drive, Suite 350
Arlington, VA 22202**

**Additional information must only be obtained by contacting:
Christine Grant (202-633-7262) grantca@si.edu**

Completing the Qualification Statement

The Smithsonian Institution intends to solicit and award a competitively negotiated Firm-Fixed-Price (FFP) Indefinite Delivery Indefinite Quantity (IDIQ) Job Order Contract (JOC) with a maximum not-to-exceed ceiling of \$10 million over the contract term five years. The Primary North American Industry Classification System (NAICS) Code for this procurement is 236220, Commercial and Institutional Building Construction with a size standard of \$36.5M. The work will cover renovations restoration, emergency response, clean up and restoration after an event, general modifications, repairs and alterations to Smithsonian's museums and facilities in Washington, DC metropolitan area (Maryland and Virginia), to meet safety requirements and other considerations issued by the U.S. Congress. The types of work to be performed includes, but is not limited to; demolition, heavy electrical, heavy mechanical, plumbing, HVAC, plastics, thermal and moisture protection, fire protection, sprinkler systems, asbestos removal, lighting, ceramic tile, etc. This procurement has been established as a 8(a) Set-aside & Service-Disabled Veteran-Owned.

The information you provide in the Qualification Statement ("Statement") will be the basis for the evaluation of your Company. The prequalification of contractors is a highly competitive process. To assure your Statement is given full consideration, you must do the following:

- Read this package carefully to make sure you understand what is required.
 - Complete the entire Statement.
 - Provide your information on the attached forms or in the same format.
 - Do not leave any portion of the form blank, indicate N/A if not applicable.
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- **The Evaluation Process.** Notice -prequalification is a competitive process. The Smithsonian Institution is interested in selecting the most qualified entities utilizing the information provided in Parts III and IV of the Qualification Statement. Meeting the minimum requirements established in the Qualification Statement will not guarantee prequalification. Only those entities that provide superior Experience Performance and Capabilities can achieve the maximum number of points, it is those Entities that can attain "Most Qualified" status and become Prequalified. Your Statement will be evaluated by a committee appointed by the contracting officer. Include with your submission:
 - Minimum requirements as established in the evaluation criteria. If you do not meet the minimum requirements your company may not be considered for prequalification.
 - Comparable criteria identified in the Statement including: size, cost, building type, type of construction, etc. Projects listed must meet all portions of the established criteria to be considered as comparable.
 - Comparable Experience is more desirable than Non-Comparable Experience. Any additional Comparable Experience submitted that exceeds the minimum requirements for Comparable Experience will be counted towards the Non-Comparable Experience points.
 - Current references (name, telephone number and address) for your comparable projects as listed in your submission. If the evaluation team is unable to contact the references listed to verify experience and performance, that project may not be considered.

- Information and example projects that best illustrate your Company's capability, experience and performance to design and construct the referenced project. Photographs of comparable projects are desirable but not required.

This Qualification Statement consists of four (4) Parts:

Part I - General Information

Part II - Company's Background

Part III - Experience/Performance

Part IV - Capabilities

All questions regarding this Statement should be directed to the individual(s) indicated on the cover page. Do not contact anyone else in the Smithsonian Institution regarding this effort since they are not likely to be familiar with the criteria, evaluation and selection of prequalified entities. A debriefing is an opportunity for you to understand how the Smithsonian Institution assessed the strengths and weaknesses of your submission. Request for debriefing must be in writing no later than three (3) calendar days after receiving notice of your status regarding the prequalification.

PART I – GENERAL INFORMATION

A. ADMINISTRATION

1. Introduction:

The Smithsonian Institution is the steward for many of the Nation’s most valued artifacts, housed in nearly 12 million square feet of facilities. The Institution’s 19 museums, 9 research centers and The National Zoological Park, located in The District of Columbia Arizona, Maryland, New York City, Virginia, Hawaii, Florida, Massachusetts and Panama. In addition to these facilities/campuses the Institution also has several collection management and storage facilities throughout the United States and the country of Panama.

The Smithsonian Institution seeks interested contractors to establish multiple IDIQ/JOC Contracts with construction firms that would provide construction services for the maintenance and operations at the Smithsonian Institution’s various facilities.

The Smithsonian Institution will select multiple construction firms for this IDIQ based on past performance, expected team make-up, experience and other factors. Pricing will be solicited for single projects from this contract “pool” and award based on pricing, company availability and other factors. All projects will be coordinated, managed and their performance supervised by this office.

Each contractor should submit a Construction Qualification Statement Package that indicates positive past performance up to five past projects for the Offeror. Include projects of similar size from \$250,000 up to \$500,000 and diversity where the Offeror was the Prime Contractor. Referenced projects should be less than five years old and shall include points of contact to include name and contact number. Include projects with work scopes that include replacement of major building components, working in occupied buildings, work that includes individual or campus setting, and work that is **heavy on the mechanical/electrical is a plus**. Projects that list persons to contact who are not available at the address or telephone number provided may result in a lower evaluation. Additionally, Offerors must provide Technical, Financial, and Corporate resources by submitting the requested information.

This Request for Qualifications (RFQ) is intended to provide all offerors with sufficient information to enable them to prepare and submit Qualification Statements for review and consideration by the Smithsonian Institution.

The Request for Qualifications neither commits the Smithsonian Institution to pay any Qualification Statement preparation costs, nor obligates the Smithsonian to procure or contract for construction or services. It shall not be construed as authorization to proceed with or be reimbursed for any of the costs for any of the work specified herein.

1.2 Inquires:

Inquiries regarding this Request for Qualifications should be directed to:

Smithsonian Institution
Office of Contracting
Christine Grant
grantca@si.edu

1.3 Submission of Construction Qualification Statement Package:

The Smithsonian reserves the right to reject any or all packages received by this Qualification Statement, or to negotiate separately with any Offeror when such action shall be considered in the best interest of the Smithsonian. **By no later than 3:00PM on March 15, 2016**, Offerors will be expected to provide one original and three (3) copies of the Qualification Statement, separately bound (no spirals) and tabbed as indicated in each requirement to the following location:

Smithsonian Institution
Christine Grant
Office of Contracting
2011 Crystal Drive, Suite 350
Arlington, VA 22202

We accept Express mail or hand delivered at this address only.

QUALIFICATION STATEMENTS RECEIVED AFTER THE TIME AND DATE SPECIFIED SHALL BE CONSIDERED LATE AND WILL NOT BE OPENED.

1.4 Rejection of Qualification Statement:

The Smithsonian reserves the right to reject any and all Qualification Statements received as a result of this RFQ. Non-compliance with the conditions of this RFQ may result in disqualification of the non-responsive Qualification Statements. The Smithsonian Institution also reserves the right to cancel this Solicitation.

1.5 Disposition of Qualification Statements:

All information submitted in response of this RFQ shall become the property of the Smithsonian Institution and will not be returned.

1.6 Pre-Qualification Survey:

Prior to pre-qualification, the Smithsonian Institution reserves the right to conduct a pre-qualification survey of any firm under consideration, including its proposed subcontractors, suppliers and consultants, to confirm any part of the information furnished by the Offeror, or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the Smithsonian to be necessary for the successful performance of the contract.

The Smithsonian will solicit from all available industry sources, experience data concerning an Offeror's past performance and will consider such information prior to making an award.

PART II - CONTRACTOR BACKGROUND

A. Contractor's Name: _____

Street Address: _____

City/State/Zip: _____

Main telephone # _____ - _____ - _____, Fax # _____ - _____ - _____

B. Identification of two (2) contact people within the company:

Name	Title	Phone Number	Email Address
_____	_____	_____	_____
_____	_____	_____	_____

C. Firm making this submittal:

Parent Company _____ Subsidiary _____ Division _____ Branch Office _____

Other _____

D. Type of Company:

Corporation _____ Partnership _____ Sole Proprietorship _____ Joint Venture _____

Other _____

E. Year Company was established: _____

F. Name, address, and telephone number of parent company (enter N/A if not applicable). _____

G. All former company names (enter N/A if not applicable). _____

H. Is your Company recognized as a Minority Business Enterprise (MBE), Women Owned Business (WBE), Small Business Enterprise (SBE), Veteran Owned Small Business Enterprise (VOSBE), or HUBzone Small Business Enterprise (HSBE)?

SBE: no ____, yes ____; MBE: no ____, yes ____; WBE: no ____, yes ____

VOSBE: no ____, yes ____; HSBE: no ____, yes ____

Of your total subcontracting volume, what is the actual average percentage awarded to:

MBE: ____%; WBE: ____%; SBE: ____%; VOSBE ____%; HSBE ____% over the last five (5) years?

I. Is your company registered in System for Award Management (SAM)? The official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. <https://www.sam.gov/>

J. Joint Venture: If this Qualification Statement is being presented by a Joint Venture, please indicate the participation of each company. If not a Joint Venture, indicate Not Applicable (N/A).

NAME OF JOINT VENTURE PARTNER	TYPE OF PARTICIPATION	PERCENTAGE OF FINANCIAL PARTICIPATION	PERCENTAGE OPERATIONAL PARTICIPATION

K. Judgments, Claims, and Lawsuits

Are there any judgments, claims, and/or lawsuits pending or outstanding against or involving your company? No ____, Yes ____. **If “Yes,” submit details of all judgments or claims against either parent office or division/branch that will be responsible for the accomplishment of this project on a separate sheet under Tab 2.**

L. Key Personnel: List officers, Partners and/or Owners

NAME	POSITION OR TITLE IN THE FIRM	NAME OF YEARS WITH THE FIRM	YEARS OF EXPERIENCE

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M. Is your Company under suspension or debarment by any Federal, state or local agency or been terminated on any past projects (Smithsonian or others)?

No ____, Yes _____. If “Yes,” submit details on a separate sheet and submit under Tab 3.

N. Affirmation: I _____, hereby certify that I am the authorized representative of the company submitting this Qualification Statement, and that the following statements are true to the best of my knowledge, information, and belief:

I affirm that neither the company, nor any officer, controlling shareholder, partner, or principal, nor any other person substantially involved in the contracting activities of the company has in the past five (5) years:

- (1) Been convicted under state or federal statutes of a criminal offense incident to obtaining or attempting to obtain or performing a public or private contract.
- (2) Been convicted under state or federal statutes of fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property
- (3) Been found civil liable under state or federal antitrust or other statutes for acts or omissions in connection with submission of bids or proposals for or performance of a public or private contract.
- (4) Been criminally convicted of any violation of a state or federal antitrust statute.
- (5) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influence and Corrupt Organization Act, 18 USC, Section 1961 et seq. or the Mail Fraud Act, 18 USC, Section 1341 et seq., for acts arising out of the submission of Bids or Proposals for a public or private contract.
- (6) Been criminally convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any statute described in paragraphs (1), (2), (4), or (5) above; or
- (7) Admitted in writing or under oath, during the course of an official investigation, or other proceeding, acts or omissions that would constitute grounds for conviction or liability under any statute described above.
- (8) I certify that I have read and understand the instructions for completing the Qualification Statement and if I am unable to make the above Affirmation, I will provide an explanation as to why not on a separate sheet and submit under Tab 4.

Name (Printed)

Date

Signature

Title

Company Name

PART III – EXPERIENCE/PERFORMANCE

A. MINIMUM COMPANY PERFORMANCE REQUIREMENTS

- A.1 Five (5) years of experience as a facilities/ infrastructure /utilities services contractor.
- A.2 Completion or Ongoing of a minimum of two (2) comparable projects within the past five (5) years, with at least one of them completed. Comparable projects are defined as facilities/infrastructures/utilities and installed for a governmental/museum type of institution or company with value from \$250,000 up to \$500,000. The comparable Projects must include complex systems and specifications, concrete and masonry works, heavy mechanical, heavy electrical, and plumbing acting as prime contractor.
- A.3 Projects constructed for the direct use of the company(s) submitting this Statement will not be considered as a comparable project. Projects that list persons to contact who are not available at the address or telephone number provided, may result in a lower evaluation.

B. COMPARABLE/NON-COMPARABLE EXPERIENCE

B1. COMPARABLE EXPERIENCE

Submit List with Minimum of two (2) comparable projects within the past five (5) years, with at least one of them completed. Must have self performed 12% of the project as the Prime Contractor. Do not include more than five (5) projects.

B2. Non-COMPARABLE EXPERIENCE

B.1 Submit examples of non-comparable projects that best demonstrates your experience in General Construction, listing a minimum of two (2) projects within the past five (5) years, with at least one of them completed. Do not include more than five (5) projects.

C. ORGANIZATION

Attach a Statement describing:

1. Your company, with an organization chart. The statement and organization chart must clearly identify specific organizational elements and/or member companies that will be participating in the projects
2. Location of units
3. Reporting relationships and functions to be performed by each unit
4. Successful past working relationships
5. Key executive who will have overall responsibility
6. Key management personnel to be assigned to the contract
7. Resumes of key personnel (w/ specific comparable project experience)*
8. Describe expertise, capability, structure, and resources to adequately handle building construction
9. Describe the company resources that would be available for the project

10. Provide an employment profile for the construction company showing: total employees, total permanent employees, and total professionals in each major category. Brief resumes of these individuals shall be attached.

*For item no. 7, Resume submitted should include, as a minimum, the following information:

- a. Full Name, title, address and telephone number.
- b. Educational background, including technical educations.
- c. Work experience covering the last five years, including titles, duties, dates, employers and clients.
- d. Specific qualifications to address critical elements of the work and areas of project scheduling cost control.
- e. Length of time employed with current firm.

11. The Contractor shall represent its size status in accordance with the North American Industry Classification System (NAICS) code. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-small-business-size-standards> .

D. SAFETY

Provide a Statement related to your firm’s Safety Trajectory as a construction company. Include information that will reflect past performances, internal plans and compliance of local and international Safety procedures for construction projects.

If applicable, provide your firm’s Experience Modification Ratio (EMR) or equal _____ If your EMR is above 1.0, provide a written explanation.

If your firm is a joint venture and has no prior safety record, then the EMR of the majority construction partner shall be provided.

E. BACKLOG

Submit the information using the attached form.

Provide a statement of total company backlog, currently and for the past two years. Include only those contracts for which the company has responsibilities and liabilities. Exclude construction management contracts.

		A	B	A LESS B
	# OF ACTIVE CONTRACTS	TOTAL ORIGINAL VALUE OF ACTIVE CONTRACTS	TOTAL VALUE COMPLETED FOR ACTIVE CONTRACTS	BALANCE TO COMPLETE (\$) [i.e. BACKLOG]
CURRENT				
ONE YEAR AGO				
TWO YEARS AGO				

PART IV – CAPABILITIES

A. FINANCIAL CAPABILITY

Inclusion of audited and/or interim financial statement; total bonding capability; written bank references; and determination that your company possesses sufficient resources to successfully complete this project.

Attach your most recent financial statements including the Balance Sheet, Statement of Income, Statement of Cash Flows, and notes to the financial statements. These statements must be AUDITED by an independent, licensed CPA or CPA firm for the offeror’s previous two (2) fiscal years. Financial statements must be for the company making the submittal, not the parent company, unless a guarantee of the subsidiary’s obligations is provided.

Offeror’s Interim Financial Data			
For the _____ month period ending _____, _____			
ASSETS		LIABILITIES & NET WORTH	
Current Assets		Current Liabilities	
CASH		NOTES PAYABLE	
ACCOUNTS RECEIVABLE		ACCOUNTS PAYABLE	
CONTRACTS (COMPLETED)		ACCRUED EXPENSES	
CONTRACTS (IN PROGRESS)		BILLINGS IN EXCESS OF COST	
OTHER RECEIVABLES		DEFERRED TAXES	
LESS: RESERVE FOR UNCOL.		OTHER CURRENT LIABILITIES	
NOTES RECEIVABLE COSTS IN EXCESS OF BILLING		TOTAL CURRENT LIABILITIES	
INVENTORIES MARKETABLE			
SECURITIES PREPAID EXPENSES		Long Term Liabilities	
OTHER CURRENT ASSETS		NOTES PAYABLE	
		DEFERRED TAXES	
		OTHER L/T LIABILITIES	
TOTAL CURRENT ASSETS		TOTAL L/T LIABILITIES	
Fixed Assets		Net Worth	
LAND		CAPITAL STOCK	
BUILDINGS		ADDITIONAL PAID-IN	
EQUIPMENT		RETAINED EARNINGS	
FURNITURE & FIXTURES		TREASURY STOCK	
LESS: ACCUM. DEPREC.		OTHER ADJUSTMENTS	
OTHER FIXED ASSETS		TOTAL NET WORTH	
TOTAL FIXED ASSETS			
		TOTAL LIAB+ NET WORTH	
Other Assets			
LIFE INSURANCE (CASH VALUE)		EARNED REVENUES+INCOME	
LONG TERM INVESTMENTS		COST OF REVENUES EARNED	
OTHER ASSETS		GROSS INCOME	
TOTAL FIXED ASSETS		GENERAL & ADMIN, EXPENSE	
		NET INCOME	
TOTAL ASSETS			

B. BONDING

Please attach a letter from one or more bonding companies stating the following:

- Bonding capacity per project and cumulative.
- The amount of bonding the company has outstanding.
- The length of time the company have been affiliated.

C. BANKING

Please attach a letter from a bank stating the following:

- How long has the company been with the bank.
- Average balance (in general terms).
- Extent of credit available and terms of availability.
- The bank's rating of the company as a customer.
- Name and telephone number and/or email address of person(s) at bank who can be contacted by Smithsonian Institution evaluators.

D. EVALUATION PROCEDURES

A fully completed Construction Qualification Statement Package (Parts III and IV) will be considered the company's Experience/Performance and Capabilities and will be evaluated solely to determine if the company is to be prequalified.

The Evaluation Team (ET) will evaluate contractor submitting qualification statements to ensure that the company's experience and resources are adequate to provide a high level of excellence in the execution of the project. Each member will individually evaluate each Qualification Statement. Only those entities demonstrating that they not only satisfy the stated minimum requirements, but also, show a performance history with the experience and capacity to successfully accomplish the proposed project will be prequalified. If submitting for qualification as a joint-venture, experience as a "team" earns higher consideration than experience by individual members only.

THIS IS NOT A REQUEST FOR PROPOSAL.