



**REQUEST FOR QUALIFICATIONS
Police Department Renovation Project**

ISSUE DATE: September 23, 2026
CONTACT: Keli Reekes
Town Manager
Town of South Hill
kreekes@southhillva.org
Mailing: 211 S. Mecklenburg Avenue
South Hill, Virginia 23970
Physical: 111 E. Danville Street
South Hill, VA 23970

The Town of South Hill (the “Town”) is inviting qualified contractors (“Applicants”) to submit applications to prequalify to bid on the renovation of a building located at 111 East Danville Street, South Hill, Virginia into a new Police Department facility (the “Project”) within the downtown. General Contractors are the only contractors required to prequalify to bid for the Project. Subcontractors are not required to prequalify. Only General Contractors determined to be qualified through the Town of South Hill’s Prequalification to Bid Process will be eligible to submit a construction bid for the Project.

All responses to this Request for Qualifications, future procurement requests, and any resulting contract shall be consistent with and governed by the Virginia Public Procurement Act.

Sealed applications shall be received no later than 2:00 P.M. EST on Wednesday, October 14, 2026 via eVA – Virginia’s eProcurement Marketplace – or delivered to the Town of South Hill, temporarily located at 111 E. Danville Street, South Hill, Virginia 23970. No applications that are submitted by e-mail, phone, or facsimile shall be considered. Applications received after the deadline shall be deemed non-responsive and returned unopened. The Town reserves the right to reject any and all applications and to waive informalities. If the Town closes its offices due to inclement weather or any other reason, scheduled receipt of applications will be extended to the next business day, same time.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment.

Section I – Overview

A. Purpose of Request for Qualifications

The purpose of this Request for Qualifications is to obtain from interested contractors their applications for prequalification (“Qualification Statements”) so that the Town may establish a list of contractors prequalified to submit sealed bids for the Project.

B. Two-Step Process

The Town will employ a two-step procurement procedure for selection and award of a contract for the Project, as follows:

1. Step One

Step One includes the submission and evaluation of Qualification Statements pursuant to this Request for Qualifications to determine those prospective contractors with capabilities and programs that meet the minimum requirements for this project. The Town will conduct the prequalification in accordance with Va. Code § 2.2-4317(B).

2. Step Two

Step Two includes the solicitation and evaluation of sealed bids submitted by contractors prequalified in Step One pursuant to an Invitation to Bid. If the Applicant is not prequalified in Step One, the Applicant will not be allowed to submit a sealed bid for this project. The Town will award a contract in accordance with the requirements of Va. Code § 2.2-4303 based on the evaluation of sealed bids received from selected prequalified contractors.

C. Background

The existing building is believed to have been built in the 1970s, added onto at an unknown date, and renovated in 1988. The building functioned as a bank, then as an office building, and now functions as the temporary Town Hall.

The project consists of a heavy renovation to the existing 1970’s former bank building and the construction of two one-story additions. The existing building is primarily one-story, with a small two-story portion. The renovation of the existing structure to a police station will change the occupancy, as well as the risk category of the existing structure to a risk category IV. This risk category change requires the existing building to withstand increased loads. The loads that the existing structure was designed for are unknown because existing drawings are not available. Due to the unknown loads, all existing roof deck will be removed and replaced and all roof areas shall be supplemented with new roof joists to carry gravity loads. New roof joists shall be placed between existing, and bear on the same exterior and interior masonry walls. Because the reinforcing of existing masonry walls is unknown, and the walls are believed to be unreinforced, they cannot support the required lateral loading. Therefore, new 8” CMU reinforced walls on new shallow foundations shall be required within the existing building. All existing electrical,

mechanical, and plumbing systems will be removed and new systems will be installed. All existing windows and doors shall be removed and new windows and doors will be installed. The existing slab is believed to slope in both the north-south and east-west directions. Due to this, the slab elevation of each new addition will likely be different and will need to be constructed to match the existing slab where it meets addition.

Both additions are one-story. The front addition consists of administration spaces and the rear addition consists of patrol functions and a sallyport. The additions will be constructed of CMU and clad with brick and metal composite wall panels, with TPO membrane roofing.

There are various site improvements consisting of secure staff parking, public parking, and a patio for staff.

D. Estimated Construction Value

The estimated construction value for this project is between \$8,900,000 and \$10,000,000.

Section II – General Instructions

A. Incorporation of Applicable Laws, Policies and Procedures

The Town may prequalify prospective contractors for construction in accordance with the Virginia Public Procurement Act and applicable Town procurement procedures. The purpose of this process is to qualify prospective vendors prior to the date established for receipt of bids.

B. Explanations to Applicants

1. Inquiry

All inquiries requesting clarification of this Request for Qualifications should be made in writing, via email, no later than ten business days prior to the date set for receipt of Qualification Statements to Keli Reekes at kreekes@southhillva.org. All inquiries should clearly state the number of this Request for Qualifications. Because each Applicant may have different needs for information, that Applicant must make whatever inquiries it deems necessary in order to respond to the Request for Qualifications. Inquiries determined by the Town to be pertinent to all solicited Applicants will be answered by addenda.

2. Form of Explanation

No oral explanation in regard to the meaning of this Request for Qualifications will be made and no oral instructions will be given before the determinations of prequalification. Any explanation, interpretation or modification of the Request for Qualifications that is pertinent to all Applicants will be made only by an addendum duly issued by the Town. The Town shall not be responsible for any other explanations or interpretations anyone presumes to make on behalf of the

Town before the expiration of the ultimate time set for the receipt of Qualification Statements.

3. Addenda

From time to time, addenda may be issued that will provide clarifications or supplemental information about the Request for Qualifications documents. All addenda will become a part of this Request for Qualifications at the time the Town issues each such addendum. The Applicant shall be solely responsible for verifying the existence of and complying with all addenda items.

C. No Contact Policy

Any contact with any Town representative concerning this Request for Qualifications other than that outlined in Section II(B) ("Explanations to Applicants") above is prohibited.

D. No Liability for Costs

The Town shall not be liable for any costs incurred by the Applicant or any other person in connection with the preparation or submission of Qualification Statements or any other materials pursuant to this Request for Qualifications.

E. Accuracy and Completeness

By signing and submitting a Qualification Statement pursuant to this Request for Qualifications, the Applicant represents that the information contained in such Qualification Statement is true, accurate and complete at the time of submission and warrants that such information will remain true, accurate and complete throughout the life of the prequalification process, the procurement process and any contract awarded to the Applicant pursuant thereto.

F. Notification of Changes

By signing and submitting a Qualification Statement pursuant to this Request for Qualifications, the Applicant acknowledges that the Applicant is solely responsible for notifying Keli Reekes in writing at kreekes@southhillva.org immediately of any changes in the information contained in the Qualification Statement. If the Town finds that the Applicant has failed to so notify the Town, the Applicant shall be deemed to have failed to provide to the Town in a timely manner information requested by the Town, and such failure shall constitute sufficient grounds for the Town to deny prequalification to such Applicant pursuant to Va. Code § 2.2-4317(C)(7).

G. Misrepresentation

If the Town finds that the Applicant has knowingly misrepresented any information the Applicant submits to the Town, the Applicant shall be deemed to have failed to provide to the Town in a timely manner information requested by the Town, and such failure shall

constitute sufficient grounds for the Town to deny prequalification to such Applicant pursuant to Va. Code § 2.2-4317(C)(7).

H. Pre-submission Meeting

A non-mandatory pre-submission meeting is scheduled for 9:00 a.m. EST on October 5, 2026 at 111 E. Danville Street, South Hill, VA 23970. Attendance is recommended for all interested Applicants.

I. Submission

Qualification Statements shall be submitted by one (1) of the following methods:

1. Electronic Submission: One (1) complete electronic copy in PDF format and, if applicable, one (1) redacted electronic copy in PDF format submitted through eVA – Virginia’s eProcurement Marketplace; or
2. Hard-Copy Submission: One (1) complete copy and, if applicable, one (1) redacted copy delivered to the Town of South Hill, temporarily located at 111 E. Danville Street, South Hill, Virginia 23970.

Qualification Statements must be received no later than 2:00 p.m. Eastern Time on October 14, 2026. Late submissions will not be considered.

J. Proprietary Information

Subject to the limitations of Va. Code § 2.2-4342(F), trade secrets or proprietary information submitted by an Applicant in connection with this Request for Qualifications shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Applicant must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary in accordance with Va. Code § 2.2-4342(F). The Applicant shall have the option to request, by checking the appropriate box, that all information voluntarily submitted pursuant to Va. Code § 2.2-4317(B) shall be considered a trade secret or proprietary information subject to the provisions of Va. Code § 2.2-4342(D).

K. Cancellation of Request for Qualifications

The Town may cancel this Request for Qualifications as deemed by the Town in its sole discretion to be in the best interest of the Town.

Section III – Qualification Statements

The Qualification Statement must be signed by an authorized representative of the Applicant. The Qualification Statement must be a single document, typed and presented in sections separated by tabs as described in the paragraphs that follow. All documentation submitted as part of the Qualification Statement shall be included in the single document. Elaborate brochures and

other representations beyond those required to present a complete and effective Qualification Statement are neither required nor desired. Pages in the submittal must be consecutively numbered. To be considered substantive and responsive, the Qualification Statement must address all requirements of this Request for Qualifications. Information supplied must be current and up-to-date. Any other information thought to be relevant, but not specifically applicable to the categories enumerated within this Section III (“Qualification Statement”), should be provided as an appendix at the end of the Qualification Statement. If the Applicant supplies publications in response to a requirement, the response must include a reference to the document number and page number. Publications provided without this reference will be considered to be not relevant to this Request for Qualifications. Qualifications should be prepared simply and economically, providing a straightforward, concise description of the Applicant’s capabilities to complete the Project. The emphasis should be on completeness and clarity of content. The Qualification Statement must include all the information defined in this Section III (“Qualification Statement”) and be organized as follows: (i) transmittal letter, (ii) signed Signature Sheet (Attachment A), (iii) completed Business Category Classification Form (Attachment B), (iv) completed Virginia State Corporation Commission Registration Information form (Attachment C), (v) completed Proprietary/Confidential Information Identification form (Attachment D), and (vi) qualifications organized into the tabs as provided below.

A. Tab 1 – General Information

This tab must include all of the following information:

1. The Applicant’s name;
2. The Applicant’s mailing address;
3. The Applicant’s street address, if different from the mailing address;
4. The Applicant’s contact person;
5. The Applicant’s contact person’s telephone number;
6. The Applicant’s contact person’s electronic email address;
7. The Applicant’s state contractor’s license number;
8. The Applicant’s designated employee registered with the Virginia Board for Contractors;
9. The type of the Applicant’s organization (e.g., corporation, partnership, individual, or joint venture) and the following information as applicable:
 - a. If a corporation:
 1. The state of incorporation;
 2. The date of incorporation;

3. The Federal I. D. number;
 4. The name and years in position of the president, vice president, secretary and treasurer; and,
 5. Whether the corporation is a Subchapter S corporation.
- b. If a limited liability company:
1. The state in which the limited liability company is organized;
 2. The date organized;
 3. A list of all managers of the limited liability company, including the name, telephone number and years as a manager for each manager; and,
 4. A list of all members, including the name, telephone number, years as a member and membership interest for each member.
- c. If a partnership:
1. The state in which the partnership was formed;
 2. The date organized;
 3. The type of partnership; and,
 4. A list of all general partners, including the name, telephone number, years as a general partner and partnership interest for each general partner.
- d. If individually owned, the number of years in business.
10. Whether the Applicant has ever operated under another name and, if so, the other name, the number of years in business under this other name, and the state license number under this name;
11. If the organization is a subsidiary or affiliate of another organization, the name and address of each parent or affiliate organization; and,
12. The following statement, signed by the Applicant's contractually binding authority: The Applicant for prequalification, by submitting its Qualification Statement, certifies and represents that the information that the Applicant provides in response to this Request for Qualifications is accurate and complete as of the date of such submission. If the Applicant provides no information in response to any of the requirements of this Request for Qualifications, then the Applicant, by submitting its Qualification Statement, certifies and represents that such requirements do not apply because no information exists that would respond to the requirement. The Applicant further covenants that, during the time between the submission of its Qualification Statement and the Town's issuance of a

decision prequalifying or not prequalifying the Applicant, the Applicant will furnish the Town with any changes or additions to such information necessary to ensure that this information remains accurate, complete and up-to-date.

B. Tab 2 – Financial Ability

Bonding will be required to ensure performance of the contract for the Project and the payment of subcontractors. This tab must include a letter from a surety company (i) confirming that the surety company is listed in the United States Department of the Treasury's Circular 570, (ii) confirming that the surety company licensed to transact surety business in the Commonwealth of Virginia and (iii) confirming prior overall bonding limits and specific bonds with status information for a project in the \$8,900,000 to \$10,000,000 cost range, and (iv) confirming that the Applicant can secure bonding from the surety company for this Project in an amount equal to or greater than the amount established by the Town. A certificate indicating bonding limits only is not acceptable. Failure to provide all of the information required under this tab creates a presumption that the Applicant does not have sufficient financial ability to perform the contract for the Project.

C. Tab 3 – Judgements

This tab must state whether the Applicant's organization, or any officer, director or owner thereof, has had judgments entered against it or them within the last ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management. If such judgments have been entered against it or them, the Applicant must include in this tab the following information for each judgment:

1. The person or entity against whom judgment was entered;
2. The style of the case (e.g., plaintiff v. defendant) in such a way that the name of the plaintiff and the name of the defendant are stated clearly;
3. The case number and name of the highest court in which the case was heard;
4. The date of the final judgment in the case;
5. A description of the nature of the breach of contract;
6. The relationship of the defendant to the Applicant (if the defendant is not the Applicant); and,
7. Contact information (including names, addresses and telephone numbers) of persons who can provide additional information.

D. Tab 4 – Convictions and Debarment

1. Convictions

This tab must state whether the Applicant's organization (including any predecessor entity), or any officer, director, owner, project manager, procurement manager or chief financial official thereof, has been convicted in the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Va. Code § 2.2-4367 et seq., (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) Title 59.1, Chapter 4.2 (§ 59.1-68.6 et seq.) of the Code of Virginia, or (iv) any substantially similar law of the United States or another state.

2. Debarment

This tab must state whether the Applicant's organization (including any predecessor entity), or any officer, director, or owner thereof, is currently debarred from doing federal, state or local government work for any reason.

3. Information to Be Provided

For each instance of conviction or debarment stated under this tab, the Applicant shall provide, as applicable:

- a. The person or entity against whom judgment was entered;
- b. The style of the case (e.g., jurisdiction v. defendant) in such a way that the name of the prosecuting jurisdiction and the name of the defendant are stated clearly for a conviction or the name of the jurisdiction for a debarment;
- c. The case number and name of the highest court in which the case was heard;
- d. The date of the final order in the case or the date of the debarment;
- e. The law or laws the violation of which the defendant was convicted or the reasons for the debarment;
- f. The relationship of the defendant or debarred party to the Applicant (if the defendant or debarred party is not the Applicant); and
- g. Contact information (including names, addresses and telephone numbers) of persons who can provide additional information.

E. Tab 5 – Compliance

1. This tab must indicate the following:

- a. Whether the Applicant's organization (including any predecessor entity) has ever been terminated on a contract for cause;

- b. Whether the Applicant's organization (including any predecessor entity), within the last five years, has made payment of actual damages or liquidated damages (or both) for failure to complete a project by the contracted date;
 - c. Whether the Applicant's organization (including any predecessor entity), within the last three years, has received a final order for willful or repeated (or both) violations for failure to abate issued by the United States Occupational Safety and Health Administration, the Virginia Department of Labor and Industry or any other government agency; and
 - d. Whether any surety has ever paid any performance bond claim or payment bond claim (or both) on behalf of the Applicant's organization (including any predecessor entity).
2. For each instance in subsection (A) above, the Applicant must:
- a. State the date of the termination, order or payment;
 - b. Describe the project involved;
 - c. Explain the circumstances relating to the termination, order or payment; and
 - d. Provide contact information (including names, addresses and telephone numbers) of persons who can provide additional information.

F. Tab 6 – Experience

1. Overall Applicant Construction Experience with Government Entities

In this tab, the Applicant must provide detailed and specific information on past experience in providing construction services for government entities. The Applicant must identify no fewer than three projects each with a minimum \$9,000,000 in value, that the Applicant has completed over the past ten years. The Applicant must provide the following information for each project listed:

- a. Project name, location and owner.
- b. Project construction delivery method.
- c. Detailed project description.
- d. Description of contractor's project management approach used to control construction schedule and project quality.
- e. Detailed project team description from owner to prime subcontractors and suppliers.
- f. Final Project/Construction Cost, including the basis and method of any increases or decreases.

- g. Initial project schedule to include the scheduled notice to proceed and Substantial Completion dates and the actual notice to proceed and Substantial Completion dates.
- h. Initial and final project size in gross square feet with explanation of any changes.
- i. Name of the project manager (i.e., the individual responsible for the overall management and success of the project).
- j. Name of the project superintendent (i.e., the individual responsible for coordinating and managing the day-to-day work on the site).
- k. The owner's name and representative that served as the day-to-day liaison during the project, including current telephone number and email address.
- l. The architect/engineer's name and representative who served as the day-to-day liaison during the project, including current telephone number and email address.

2. Applicant's Construction Experience with Renovations

In this tab, the Applicant must provide detailed and specific information on past experience in providing construction services for complex projects that include a renovation within the project scope. The Applicant must identify no fewer than 3 projects each with a minimum \$9,000,000 in value, that the Applicant has completed over the past ten years. Applicant must provide the following information for each project listed:

- a. Project name, location and owner.
- b. Project construction delivery method.
- c. Detailed project description.
- d. Description of specific project challenges related to the renovation work and how the contractor worked to overcome those challenges.
- e. Detailed project team description from owner to prime subcontractors and suppliers.
- f. Final Project/Construction Cost, including the basis and method of any increases or decreases.
- g. Initial project schedule to include the scheduled notice to proceed and Substantial Completion dates and the actual notice to proceed and Substantial Completion dates.

- h. Initial and final project size in gross square feet with explanation of any changes.
- i. Type of Construction (i.e., new, renovation, expansion, etc.).
- j. Name of the project manager (i.e., the individual responsible for the overall management and success of the project).
- k. Name of the project superintendent (i.e., the individual responsible for coordinating and managing the day-to-day work on the site).
- l. The owner's name and representative that served as the day-to-day liaison during the project, including current telephone number and email address.
- m. The architect/engineer's name and representative who served as the day-to-day liaison during the project, including current telephone number and email address.

3. Applicant's Project Management Team Qualifications/Experience

In this tab, the Applicant must provide the actual project team staff to be assigned to this Project, describe their ability and experience and indicate the functional role of each staff member within the project team organization. It is expected that the proposed staff will be assigned to this Project unless otherwise approved by the Town. At a minimum, the Applicant must list the Project Executive, Project Manager, Project Superintendent, and Pre-Construction Manager. If a joint venture or limited partnership, the Applicant must fully answer all questions for key personnel assigned to the Project from all of the entities that comprise the joint venture or limited partnership.

The Applicant must provide the following detailed information for each Project Team staff person listed:

- a. Name and title.
- b. Education and active registrations and licenses.
- c. Total years for each person at specific positions, number of years with the Applicant, and number of years of experience in the construction industry.
- d. List of construction projects assigned to, value of construction work and specific project involvement including summary information regarding safety, quality, cost and schedule performance.
- e. Owner and design team reference contacts with current telephone numbers and mail addresses for each project listed.

4. Quality Control Program

In this tab, the Applicant must describe recent quality control programs that the Applicant utilized on a project previously identified in response to Section III(F)(1) and/or Section III(F)(2). The Applicant must describe the office and site Quality Control/Quality Assurance team and plan that it will use on this Project, including sufficient experience information.

5. Safety Program/Rating

In this tab, the Applicant must provide the Applicant's current Safety Program's table of contents. The Applicant must provide a copy of the Applicant's NCCI current experience modification ("EMR") rating worksheet and the EMR worksheets for all entities identified as joint venture partners or team members. The Applicant must provide any additional planned safety procedures and information specific to past projects.

Section IV – Evaluation Process

A. Opening of Qualification Statements

At the designated time for receipt of Qualification Statements, the Town will open and list the Qualification Statements for the record. This is not a public opening. The Town reserves the right to request additional information that does not have a material effect on the Qualification Statement to assist in evaluating the Qualification Statement. Failure to respond by the time designated will be grounds for denial of prequalification, pursuant to Va. Code § 2.2-4317(C)(7).

B. Evaluation of Qualification Statements

During the evaluation phase, the Town will evaluate Qualification Statements to determine which Applicants are suitable for prequalification. This review is in two parts. First, the Town will evaluate the financial ability, judgments, convictions, debarments and substantial noncompliance with contracts of the Applicant. Second, the Town will evaluate the experience of the Applicant. The Town may request clarification on specific matters presented in the Application. The Applicant's failure to respond to such requests by the time designated may result in the denial of prequalification pursuant to Va. Code § 2.2-4317(C)(7).

1. Evaluation of Financial Ability, Judgements, Convictions, Debarments and Substantial Noncompliance with Contracts

a. Financial Ability

The Town will evaluate the Applicant's response under Tab 2 (see Section III(B)). A letter from a surety company that does not meet all of the requirements of section 3.2 ("Tab 2 – Financial Ability") or the absence of a letter meeting such requirements may be grounds for denial of prequalification, at the Town's sole discretion, after review and consideration

of the dates, amounts, facts and circumstances, pursuant to Va. Code § 2.2-4317(C)(1).

b. Judgements

Pursuant to Va. Code § 2.2-4317(C)(3), any judgments, whether one or more, entered against the Applicant's organization, or any officer, director or owner thereof, within the last ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management, may be grounds for denial of prequalification, at the Town's sole discretion, after review and consideration of the dates, amounts, facts and circumstances, including, but not limited to, those submitted under Tab 3 (see Section III(C)).

c. Convictions

Pursuant to Va. Code § 2.2-4317(C)(5), any of the following with regard to the Applicant's organization (including any predecessor entity), or any officer, director, owner, project manager, procurement manager or chief financial official thereof during the past ten years, may be grounds for denial of prequalification, at the City's sole discretion, after review and consideration of the dates, facts and circumstances, including, but not limited to, those submitted under Tab 4 (see Section III(D)):

1. Conviction on charges relating to conflicts of interest;
2. Conviction on charges relating to any criminal activity relating to contracting, construction, bidding, bid rigging or bribery; or
3. Conviction under:
 - a. Va. Code § 2.2-4367 et seq.;
 - b. The Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.);
 - c. Title 59.1, Chapter 4.2 (§ 59.1-68.6 et seq.) of the Code of Virginia; or
 - d. Any substantially similar law of the United States or another state.

d. Debarments

Pursuant to Va. Code § 2.2-4317(C)(6), if the Applicant's organization (including any predecessor entity), or any officer, director, or owner thereof is currently debarred by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States or by any agency or political subdivision of another state, such debarment may be grounds for denial of prequalification, at the Town's sole discretion, after

review and consideration of the dates, facts and circumstances, including, but not limited to, those submitted under Tab 4 (see Section III(D)).

e. Substantial Noncompliance with Contracts

Pursuant to Va. Code § 2.2-4317(C)(4), the Town, at the Town's sole discretion, after review and consideration of the dates, facts and circumstances, including, but not limited to, those submitted under Tab 5 (see Section III(E)), may deny prequalification if the Applicant has been in substantial noncompliance with the terms and conditions of prior construction contracts with the Town without good cause or, if the Town has not contracted with the Applicant in any prior construction contracts, if the Applicant has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause; provided that the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto was given to the Applicant at that time, with the opportunity to respond. The following constitute substantial noncompliance with prior construction contracts under the preceding sentence:

1. The Applicant in the last three years has received a final order for failure to abate or for a willful violation by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency;
2. The Applicant has paid liquidated damages for failure to complete a project by the contracted date on more than two projects in the last five years;
3. The Applicant has paid actual damages resulting from failure to complete a project by the contracted date on more than two projects in the last five years;
4. The Applicant has been terminated for cause on a contract in the last five years;
5. The Applicant was more than 30 days late, without good cause, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two projects in the last three years;
6. The Applicant has received more than two cure notices on a single project in the past two years or more than one cure notice on five separate projects in the past five years (or both);
7. The Applicant has had repeated instances on a project of installation and workmanship deviations which exceed the tolerances in the standards referenced in the contract documents, provided that documentation of such

instances shall be the written reports and records of the owner's representatives on the project;

8. The Applicant has finally completed a project more than 90 days after achieving substantial completion on two or more projects in the last three years for reasons within the Applicant's control; provided that documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation; or
9. The Applicant has had performance or payment bond claims paid on its behalf in the past three years.

2. Evaluation of Experience

The Town will evaluate the responses submitted under Tab 6 (see Section III(F)) of the Qualification Statements to determine whether the Applicant has appropriate experience to perform the Project. The Town will use the following evaluation criteria and maximum point values in ranking Applicants. Any Applicant who does not receive a score of at least 75 out of the 100 available points will be deemed to not have appropriate experience to perform the Project and will be denied prequalification pursuant to Va. Code § 2.2-4317(C)(2).

A	Overall Applicant Construction Experience with Government Entities <i>(Reference Section III(F)(1))</i>	25 points
B	Applicant's Construction Experience with Renovations <i>(Reference Section III(F)(2))</i>	35 points
C	Applicant's Project Management Team Qualifications/Experience <i>(Reference Section III(F)(3))</i>	20 points
D	Quality Control Program <i>(Reference Section III(F)(4))</i>	10 points
E	Safety Program and Rating <i>(Reference Section III(F)(5))</i>	10 points
	Total Points Available	100 points

C. Notification of Prequalification Decisions

At least 30 calendar days prior to the date established for submission of proposals under the procurement of the contract to which this prequalification applies, the Town shall advise in writing each Applicant that submitted a Qualification Statement whether that Applicant has been prequalified. The Town, in the Town's sole discretion, reserves the right to deny prequalification to any Applicant for any reason to the extent permitted by Va. Code § 2.2-4317(C). In the event that an Applicant is denied prequalification, the written notification to such Applicant shall state the reasons for such denial of prequalification and the factual basis of such reasons. Any Applicant denied

prequalification may appeal such determination as provided in Va. Code § 2.2-4357. A decision by the Town denying prequalification shall be final and conclusive unless the Applicant appeals the decision as provided by Va. Code § 2.2-4357.

Section V – Forms

ATTACHMENT A – SIGNATURE SHEET

My signature certifies that the qualifications as submitted complies with all Terms and Conditions as set forth in RFQ 2026-09PD - Police Department Renovation Project.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town of South Hill, Virginia, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Town of South Hill, Virginia, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of South Hill, Virginia.

I hereby certify that I am authorized to sign as a Representative for the Firm:

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:

ATTACHMENT B – BUSINESS CATEGORY CLASSIFICATION FORM

Company Legal Name: _____

This form completed by: Signature: _____ Title: _____

Date: _____

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.

(Check all that apply.)

- ☐ SMALL BUSINESS
- ☐ WOMEN-OWNED BUSINESS
- ☐ MINORITY-OWNED BUSINESS
- ☐ SERVICE-DISABLED VETERAN
- ☐ EMPLOYMENT SERVICES ORGANIZATION
- ☐ NON-SWaM (Not Small, Women-owned or Minority-owned)

SUPPLIER REGISTRATION – The Town of South Hill encourages all suppliers interested in doing business with the Town to register with eVA, the Commonwealth of Virginia's electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? ☐ Yes ☐ No

If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date.

_____ NUMBER

_____ DATE

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

"Small business" means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

"Women-owned business" means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

"Minority-owned business" means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

"Minority individual" means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

"Service disabled veteran business" means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

"Service disabled veteran" means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

"Employment services organization" means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

**ATTACHMENT C – VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION FORM**

The Applicant:

☐ is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

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

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

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

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids: ☐

**ATTACHMENT D – PROPRIETARY/CONFIDENTIAL INFORMATION
IDENTIFICATION**

NAME OF APPLICANT: _____

Trade secrets or proprietary information submitted by an Applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Applicant must invoke the protections of Va. Code § 2.2-4342(F) in writing, either before or at the time the data or other materials are submitted. The Applicant must specifically identify the data or materials to be protected including the section(s) of the Qualification Statement in which it is contained and the pages numbers, and state the reasons why protection is necessary. A summary of trade secrets and proprietary information submitted shall be submitted on this form. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The Applicant shall have the option to request, by checking the appropriate box, that all information voluntarily submitted pursuant to Va. Code § 2.2-4317(B) shall be considered a trade secret or proprietary information subject to the provisions of Va. Code § 2.2-4342(D).

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

- ☐ All information submitted shall be considered a trade secret or proprietary information subject to the provisions of Va. Code § 2.2-4342(D).