

Request for Qualifications for General Contractor

The Embassy of the Philippines Chancery-Annex
Washington DC

Part One: Request for Qualifications

Section I:	General Project Information
Section II:	Project Description
Section III:	Prequalification Process
Section IV:	General Instructions
Section V:	Criteria for Prequalification Selection
Section VI:	Additional Information
Exhibit 1:	PHILGBC BERDE Framework for the Chancery
Exhibit 2:	BERDE for Retrofits and Renovations; Commercial Buildings
Exhibit 3:	Precedent Images

Part Two: Statement of Qualifications (SOQ)

Application Forms/Schedules

(to be completed by General Contractor)

GC SOQ Form 1:	RFQ Interest Form
GC SOQ Form 2:	SOQ Application Form
Schedule A:	Business Owner Information
Schedule B:	Management Personnel Information
Schedule C:	Similar Project Experience
	Part 1: Past Projects
	Part 2: Ongoing Projects
Schedule D:	Terminations
Schedule E:	Legal Proceedings
Schedule F:	Safety Record
Schedule G:	MBE/WBE and Workforce Compliance Records
Schedule H:	Project References
Schedule I:	Credit References
Schedule J:	Revenue under Contract
GC SOQ Form 3:	Omnibus Sworn Statement
GC SOQ Form 4:	RFQ Response Checklist

Part One: Request for Qualifications

Section I: General Project Information

Project Name: The Chancery-Annex Building Renovation

Project Location: 1617 Massachusetts Avenue NW
Washington DC 20036

Awarding Authority: The Embassy of the Republic of the Philippines

Authorized Representative: Shiena Escoto – Tesorero
Tel: (202) 467-9403

Submission Deadline: 5:00pm, September 30, 2013

Submission Address: 1600 Massachusetts Avenue NW
Washington DC 20036

Approved Contract Budget: PHP 100,000,000 (\$2,222,222.22)

Project Schedule:

Pre-procurement Conference:	September 04, 2013
RFQ Issued:	September 05, 2013
Publication / Posting:	September 06-12, 2013
Pre-qualification Conference:	September 16, 2013 2:00pm
Qualifications Due:	September 30, 2013 5:00pm
Interview Invitations:	October 01, 2013
Interviews, if required:	October 03, 2013
Short List Announced:	October 07, 2013
RFP Issued:	October 09, 2013
Pre-bid Conference:	October 14, 2013 2:00 pm
Proposals Due:	October 28, 2013 2:00pm
Bid Opening:	October 28, 2013
Contract Award:	November 04-14, 2013
Demo Permit Phase:	November 15 - 19, 2013
Demolition Phase:	November 20, 2013 - December 19, 2013
Permit Drawing Phase:	November 15, 2013 - January 13, 2014
Construction Phase:	February 26, 2014

Section II: Project Description

Introduction

The Embassy of the Republic of the Philippines wishes to renovate The Chancery-Annex building located at 1617 Massachusetts Avenue NW in the Dupont Circle neighborhood of Washington, D.C. The 4 story, 17,000 square feet unreinforced masonry building includes a small attic and a 2-story detached carriage house. The Philippines Consulate currently occupies the ground floor. The upper three floors are vacant.

Scope of the Renovation

The renovation will commence with a complete removal of the building's interior wall and ceiling surfaces and finishes, all mechanical, electrical and plumbing systems and fixtures, interior stair case, exterior fire escape and selected windows. New egress stairs will be constructed in place of the existing stairs and at the exterior of north side of the building. A building core will be located on each floor and will include the new egress stair, a new passenger elevator, and women's and men's restrooms. New windows will be installed in selected locations.

New energy efficient mechanical, plumbing and electrical systems will be installed throughout the building. A reception lobby will occupy the south half of the first floor with the northern half of the first floor and all of the second floor reserved for Consular operations. A multi-purpose social hall will be constructed on the fourth floor. The front yard will be landscaped to include a gradual incline from sidewalk to the front door threshold surrounded by native plants.

All work must be completed to comply with all applicable building codes, laws, and generally-accepted professional standards of care. Additionally, the Embassy wishes to align the de-construction and renovation phases of the project with the BERDE green building rating system developed by the Philippine Green Building Council (PHILGBC). All work must incorporate the sustainable development framework established for the Project and the General Contractor must keep careful records to document conformance to the selected BERDE rating system requirements.

Building History

Constructed in 1913 for John Sidney Webb, The Chancery building is a contributing property to the Dupont Circle Historic District. The building was purchased by the Office of the Resident Commissioner of the Philippines and from May 1942 onwards, it became the headquarters of the government-in-exile of the Commonwealth of the Philippines during World War II until the Commonwealth government returned to the Philippines in October, 1944. From 1946 to 1993 it served as the Embassy of the Philippines until a new embassy was constructed across the street at 1600 Massachusetts Avenue NW.

Section III: Prequalification Process

A. Background

The Embassy has hired Tall Order Projects Architects to complete a design for the renovation of the building. The design will be utilized by the awarded General Contractor in a design-bid-build approach in which the General Contractor will perform the following tasks:

- Submit for and obtain a demolition permit;
- Perform selected removal, demolition and de-construction;
- Complete permit drawings, engineering calculations (as may be required) and specifications for the renovation;
- Submit for and obtain all necessary building and trade permits;
- Improve the design for and install mechanical, electrical and plumbing systems;
- Construct the building lobby and the building core elements;
- Submit cost estimate in accordance with the technical specifications of proposed consulate offices issued by the Awarding Authority; and
- Construct the consulate offices and the multi-purpose social hall;
- Submit cost estimate for all the work; and
- Provide closeout documents including record drawings and complete electronic CAD files.

B. “Two-Phase” Selection Process

Selection of the General Contractor for the Project will be conducted in a two-phase process as outlined in *Section III(B)(1)&(2)* below. General Contractor firms must first be prequalified in the Phase One – RFQ/Prequalification Phase in order to submit a bid on the Project in Phase Two – Request for Proposal/Bidding Phase.

1. *Phase One* – RFQ/Prequalification Phase

- a. **Submission of Statement Of Qualifications (“SOQ”)** – Interested General Contractor firms must submit a completed *SOQ* in accordance with the instructions listed in *Section V*.
- b. **Prequalification Committee** – The Awarding Authority has appointed a Prequalification Committee, the Embassy’s Bids and Awards Committee, to review and evaluate the *SOQs* (and supporting documentation) submitted by interested General Contractors, in consultation with the authorized representative of the Project Designer and the Special Advisor. **Evaluation By Prequalification Committee** – The Prequalification Committee will review the *SOQs* (and supporting documentation) submitted by each respondent General Contractor firm in accordance with the evaluation criteria set forth in *Section IV*.
- c. **Notice To Respondent General Contractors** – The Awarding Authority anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the Request for Proposals /Bidding Phase of the General Contractor selection process.

2. *Phase Two* – Request for Proposals/Bidding Phase

- a. **Submission of Proposals** – General Contractor firms determined in Phase One by the Prequalification Committee to be prequalified will be invited to submit a bid in response to Request for Proposals for the completion of the permit drawings/construction documents and construction of the building renovation. Only firms deemed prequalified during Phase One – RFQ/Prequalification Phase will be permitted to participate in Phase Two, the Request for Proposals/Bidding Phase. Firms that are not prequalified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in Phase Two - the Request for Proposals/Bidding Phase.

Bids in excess of the Approved Budget of the Contract in Section I, will be automatically rejected at the Bid Opening. Bids will be opened in the presence of the bidders' representatives who choose to attend. Late bids will not be accepted.

Bidding will be conducted through open competitive bidding procedures, using a non-discretionary pass/fail criterion as specified under Philippine procurement laws and regulations.

The Awarding Authority reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidders.

- b. **Contract for Construction** – The Embassy will enter into a contract with the Lowest Calculated and Responsive General Contractor from Phase Two, the Request for Proposals/Bidding Phase. The awarded General Contractor will begin performing selected removal, de-construction and demolition while completing the permit drawings/construction documents for the building renovation based on mutually agreeable decisions with the Project Team. Once the General Contractor has obtained all necessary building permits, implementation of the renovation will commence according to the approved scope of work including system installation, core build-out, and construction of the consulate offices and multi-purpose hall.

Section IV: Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent General Contractors must submit complete documentation for the four (4) evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, and such other information as may be obtained relating to the evaluation criteria categories. The Prequalification Committee may also request and review additional information as necessary to clarify or supplement the information provided to or obtained by the Awarding Authority. Do not include superfluous material. You must include the *SOQ Response Form, GC RFQ Form 2* and Schedules A through J attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this *SOQ* submission is grounds for rejection.

B. Evaluation Procedure

As set forth herein, the Awarding Authority has established a Prequalification Committee for the purpose of reviewing and evaluating responses to this RFQ. The Prequalification Committee will evaluate interested General Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The Prequalification Committee will prepare a written evaluation score form for each respondent General Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth herein. The Prequalification Committee will only prequalify those General Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only General Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids on the Project in Phase Two – Request for Proposal/Bidding Phase. An interested General Contractor's score shall be made available to the General Contractor upon request.

Notwithstanding the prequalification of an interested General Contractor, the Awarding Authority reserves the right to review the qualifications of the General Contractor at any stage of the procurement process if there are reasonable grounds to believe that a misrepresentation has been made, or that there has been a change in the General Contractor's capability to undertake the project from the time it submitted the *SOQ*. In such cases, the Awarding Authority shall consider the General Contractor as disqualified from proceeding to the second phase of the project, the *RFP* phase.

C. Criteria For Prequalification

The following points are available for each evaluation sub-category:

1. Management Experience - (50 points available in this category; minimum of 25 points required in this category for prequalification approval)
 - a. **Business Owners:** Provide the name, title, a detailed description of the role and job responsibilities, education, construction experience, professional affiliations, and numbers

- of years with the firm for each of the business owner(s) of the firm. If the respondent *General Contractor* is a partnership, you **MUST** provide the requested information for each general and limited partner. If the respondent *General Contractor* is a corporation or limited liability company, you **MUST** provide the requested information for each officer, director and/or member. (5 points available)
- b. **Management Personnel:** Provide the name and title, a detailed description of the role and job responsibilities, education, construction experience, professional affiliations, and years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, superintendents and field engineers. (5 points available)
 - c. **Similar Project Experience:** Provide the project name(s), location, description, size (square footage and number of stories), description of your scope of work, original contract sum, final contract sum with explanations, and date of completion for each and every similar project undertaken by the firm in the last ten (10) years. Also provide the project status for ongoing projects. (10 points available)
 - d. **LEED™ Project Experience:** Provide the project name(s), location, description, LEED™ rating achieved, size (square footage and number of stories), scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar LEED™ certified project undertaken by the firm in the last five (5) years. (10 points available)
 - e. **Terminations:** Provide a list of any projects on which the respondent General Contractor was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (Note: Awarding Authority may elect to limit reporting time period.) (5 points available)
 - f. **Legal Proceedings:** Provide information regarding every legal proceeding, administrative proceeding and arbitration pending against the respondent General Contractor as well as any arbitration concluded adversely to the General Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (5 points available)
 - g. **Safety Record:** Provide the three (3) year history of the General Contractor's workers' compensation experience modifier. In addition, provide documentation from the General Contractor's insurance carrier supporting the rating history provided. (5 points available)
 - h. **MBE/WBE and Workforce Compliance Record:** Provide information and evidence of the General Contractor's compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals. (Note: Special recognition will be given to qualified Philippine vendors and subcontractors. Also, Awarding Authority may elect to limit reporting time period.) (5 points available)
2. References - (30 points available in this category; minimum of 15 points required in this category for prequalification approval)
- a. **Project References:** Provide reference information for owners for each and every project listed in your response to *Section IV(C)(1)(c)*. Information provided shall at least include

- project name and the names of the owners, with current address, current telephone and fax numbers, and contact person for each. (15 points available)
- b. **Credit References:** Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. (15 points available)
3. Capacity to Complete Projects - (20 points available in this category; minimum of 10 points required in this category for prequalification approval)
- a. **Computation of Net Financial Contracting Capacity:** Submit a computation of Net Financial Contracting Capacity (NFCC) as defined by the following: (10 points)
- The NFCC must be at least equal to the Approved Budget of the Contract to be bid.
- The formula is:
- $$\text{NFCC} = [(\text{current assets minus current liabilities}) (K)] \text{ minus the value of all outstanding or uncompleted portions of ongoing contracts, including awarded contracts yet to be started}$$
- $K = 10$ (for a contract duration of one year or less)
- b. **Audited Financial Statement:** Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record. (5 points available)
- c. **Revenue:** Submit revenue under contract for the next three (3) years. (5 points available)
4. Mandatory Requirements - (no points assigned)
- a. **Bonding Capacity:** Interested General Contractors must provide a commitment letter (from a surety company licensed to do business in the District of Columbia and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost for Project as set forth in *Section I*.
- b. **Registration Certificate:** Submit the registration certificate from the appropriate federal or state government agency or equivalent documents or proof of registration.
- c. **Business License:** Provide a copy of the license or permit to do business issued by the state or city government where the General Contractor's principal place of business is located.
- d. **Joint Ventures:** If applicable, submit a valid Joint Venture Agreement.
- e. **Omnibus Sworn Statement:** Submit a notarized affidavit executed by the authorized representative of the bidder, declaring that:
- He/She has full authority to execute and perform any and all acts necessary to represent the contractor in the bidding for the project;
 - The General Contractor is not blacklisted or barred from bidding by the Government of the Philippines or any of its agencies, offices, and corporations, or any foreign government or international financing institution;
 - Each of the documents submitted in satisfaction of the pre-qualification or bidding requirements is an authentic copy of the original and all statements and information in it are true and correct;

- The General Contractor is authorizing the Awarding Authority or its representatives to verify the authenticity and contents of the documents submitted;
- None of the owners, officers, directors, controlling stockholders, or members, as appropriate, of the General Contractor is related to the Ambassador or members of the Embassy's Bids and Awards Committee, or any official of the Awarding Authority, by consanguinity or affinity, up to the third civil degree; and
- The General Contractor complies with existing labor laws and standards.

Section V: General Instructions

In response to this *RFQ*, interested General Contractors are required to submit a *Statement of Qualifications (SOQ)* application package as follows:

A. Contents Of *Statement Of Qualifications* Application Package

The required *SOQ* application package consists of the following:

1. *GC RFQ Form 2*
2. *Schedules A through J to GC RFQ Form 2*;
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

SOQs must be submitted on the *GC RFQ Form 2* attached hereto. Interested General Contractors submitting a *SOQ* and supporting information in any other form will not be prequalified.

B. Submission Deadline: See Section I: General Information

An original and five (5) complete copies of the interested General Contractor's *SOQ* application package must be received by the Awarding Authority on or before the Submission Deadline as set forth in Section I, as determined by the Awarding Authority's date/time stamp. All envelopes should be mailed or delivered to:

Shiena Escoto – Tesorero
Embassy of the Philippines
1600 Massachusetts Avenue NW
Washington DC

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent General Contractor. Respondent General Contractors are cautioned to allow sufficient time for mailed materials to be received. Tele-copied, faxed, or e-mailed qualifications will not be accepted. Awarding Authority shall not be responsible for mail not received, deliveries not made, or *SOQ* application packages not received by the date and time set forth in Section I.

C. Required Exterior Label For *SOQ* Application Package Envelope

SOQs will not be read publicly and should be submitted in a sealed envelope. All envelopes must be labeled on the outside with the following information:

RFQ for General Contractor Services
The Embassy of the Republic of the Philippines
The Chancery-Annex Building Renovation
Respondent General Contractor's Name
Respondent General Contractor's Address
Respondent General Contractor's Telephone Number
Respondent General Contractor's Contact Person

D. Pre-qualification Conference

An informational meeting regarding the prequalification process for this Project will be held at the Embassy at the time and date indicated in *Section I*. Attendance is optional for those interested in responding to the RFQ.

E. Site Visit

No site visit has been scheduled during the RFQ Phase. All short-listed General Contractors and their Subcontractors will be invited to a site visit during the Request for Proposal Phase.

F. Review/Availability Of Contract Documents

Drawings, specifications and other documents will not be available during the RFQ phase. However, these documents will be available to the short-listed General Contractors during the Request for Proposal Phase.

G. Additional Instructions

See Section VI: Additional Information for additional instructions regarding the prequalification process.

***** IMPORTANT NOTICES *****

Participation in the Request for Proposal Phase of this Project will be limited to ONLY those General Contractor firms who have submitted a SOQ (and required supporting documentation) in response to this RFQ and that have been deemed prequalified by the Awarding Authority. General Contractors that fail to respond to this RFQ and submit a SOQ with the required supporting documentation by the Submission Deadline set forth in Section I and General Contractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

The Awarding Authority is prequalifying General Contractors for this Project. Therefore, responses to this RFQ will be considered ONLY for the prequalification of General Contractors that, if deemed prequalified will be invited to submit a bid during the Request for Proposal phase.

***** IMPORTANT NOTICES *****

Section VI: Additional Information

A. Status Of Request For Qualifications

This *RFQ* is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent General Contractor. By submitting a *SOQ*, General Contractor firm agrees that it, and not the Awarding Authority, will be responsible for paying all costs and expenses that the firm incurs in preparing and submitting its qualifications, including without limitation attorneys' fees and other cost incurred. The General Contractor firm acknowledges and agrees that in no event will The Awarding Authority be responsible, under any circumstances, for costs and expenses incurred by the submitting firm, either directly or by others on their behalf, in preparing or submitting their qualifications or regarding any other issues or matters related to or arising out of this *RFQ* or this project. The Awarding Authority reserves the right to cancel this procurement at any time if it is in its best interest to do so.

B. Treatment Of Information Submitted

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested General Contractor in or in connection with a *SOQ* as proprietary or confidential unless the Awarding Authority determines that the information legitimately requires such treatment. In such case, the Awarding Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The Awarding Authority shall have the right to use all or portions of the *SOQ*, as it considers necessary or desirable in connection with the Project. By the submission of a *SOQ*, the respondent General Contractor thereby grants to the Awarding Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

C. Communication Between Awarding Authority and Respondent General Contractors

Unauthorized communications or contact between General Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited.

The only authorized communications shall be inquiries to the Awarding Authority's *Authorized Representative* as set forth in *Section I*. From the date of issuance of this *RFQ*, any respondent General Contractor that contacts directly or indirectly any member or employee of the Awarding Authority, or the project designer, or the project manager, or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification.

Any issues brought to the *Authorized Representative's* attention, which the Awarding Authority determines will require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this *RFQ*, and the respondent General Contractor shall be required to acknowledge receipt of all addenda on the *RFQ Proposal Response Form* attached to this *RFQ*. It shall be the sole responsibility of the respondent General Contractor to ascertain the existence of any and all addenda issued by the Awarding Authority.