

WP 003.02 – Permanent Road Construction/Final Sitework

PREQUALIFICATION QUESTIONNAIRE

BIDDER IS REQUIRED TO RESPOND TO ALL QUESTIONS, PROVIDE ALL REQUIRED DATA, COMPLETE THIS QUESTIONNAIRE AND ATTACH ALL REQUIRED ADDITIONAL INFORMATION

1.0 LOCATIONS & CONTACTS

PRIMARY LOCATION & CONTACT

Company Name: _____
Division Name: _____
Street Address: _____
City: _____ State/Province: _____ Zip Code: _____
County: _____ Country: _____
P.O. Box: _____ P.O. Box City: _____ P.O. Box Zip: _____
Sales Contact: _____ Title: _____
Phone: _____ FAX: _____ E-Mail: _____
Internet Web Page Links or URL: _____

OTHER LOCATIONS & CONTACTS

Attach a list of sales offices, representatives, or agents that act for your organization. For each location include the names, address, primary sales contact and title, and communications information similar to that furnished above. For each authorized representative or agent also state the extent to which they are authorized to act for your organization.

2.0 BIDDER'S PACKAGE SPECIFIC QUALIFICATIONS

WP: 003.02 – Permanent Road Construction/Final Sitework

Scope of Work: Final Roadwork, Streetscape and Station Area Site/Civil Work and Maintenance of Traffic (MOT) in support of Contractor's Station Construction activities. Includes permanent roadwork, MOT, retaining wall construction, landscaping and site work. Subcontractor shall also furnish all plant, labor, materials, tools, supplies, equipment, transportation, supervision, and services, and perform all operations necessary and required to satisfactorily complete the work in the assigned areas, which shall include, but not be limited to, the following:

- Construction survey and layout of the work (survey monuments will be provided)
- Demolition of pavement and structures
- Clearing and grubbing
- Rough grading, temporary grading and drainage
- Storm water management during construction
- Sediment and Erosion control measures
- Installation of street lighting
- All MOT design, MOT permitting, MOT devices and MOT implementation required to support Subcontractor's work and Contractor's station construction. This includes the design, agency approvals and provision of traffic signal lights (temporary & permanent). Also includes the development of construction sequencing and scheduling associated with the work.
- Roadway subgrade preparation
- Temporary and permanent pavement (including Roadways and Station Area Access Roads, restoration of and modifications to existing roads)

- Temporary and Permanent Curb and Gutter including entrances
- Temporary and Permanent Sidewalks
- Temporary and Permanent Pavement Marking
- Earthwork – Mass excavation and mass fill, including hauling, stockpiling and disposal of spoil material
- Temporary and Permanent Road Signage (regulatory, street names and way finding)
- Maintenance of all of the above items during the construction phase
- Temporary fencing (where needed)
- Preparation of construction staging areas associated with the work

The scope of work includes coordination of the work with the other subcontractors on the Dulles Corridor Metrorail Project working in the same area, other adjacent projects and with the government agencies having jurisdiction over the area of work or the roadway. The scope also includes coordination of the work with utility companies installing or relocating utilities, to serve the project.

The scope also includes Maintenance of Traffic (MOT) to maintain the flow of existing level of traffic. In general, the work is being designed and will be constructed to VDOT standards. The scope includes provision for police enforcement of MOT, if required. Phasing of the work must be planned to maintain traffic movement and access to public and private sites and businesses, during construction. The MOT plan may require modification to incorporate the construction of tracks, tunnels, stations and supporting facilities. Phasing and MOT work must consider space for all equipment (i.e. cranes, loaders, delivery trucks and other equipment) used in assembling the structures and making material deliveries to the construction area of the tracks and the stations.

The scope also includes site finish work (concrete, fencing, paving, lighting) which will be done to either WMATA or CVDOT standards, depending on location.

All permits for road access, construction, and MOT are part of the scope of this subcontract. Construction phased MOT and intersection signalization submittals for VDOT and Fairfax County review and approval are part of this scope.

The Subcontractor will provide input on constructability and phasing of the work during the detailed design phase of the project, in an effort to coordinate and complete the work in a timely manner. The Subcontractor must prepare an execution plan for its work and provide input to the overall project execution plan.

Bidder shall provide all the necessary data and back-up information and any other substantiating evidence to demonstrate the following:

1. Evidence of experience on similar projects (scope, size, geographical area, VDOT experience, WMATA Station construction experience or similar), within the last five (5) years.
2. Current Projects/Client List and Backlog for the next three (3) years (expected completion date and forecasted work load)
3. Capability to perform the required construction as a licensed contractor in the Commonwealth of Virginia.

3.0 ORGANIZATION

OWNERSHIP			
Company is legally established as a:	<input type="checkbox"/> Corporation	State of Incorporation:	Date:
	<input type="checkbox"/> Partnership	Partners	
	<input type="checkbox"/> Joint Venture	Partners	
	<input type="checkbox"/> Proprietorship	Owner:	
	<input type="checkbox"/> Other:	Specify:	

Is Company owned or controlled by a parent company? No Yes -- If yes, complete the following:

Legal Name of Parent Company: _____

Full Address of Parent: _____

Relationship to Parent: Subsidiary Division Date of Ownership: _____

SOCIO ECONOMIC STATUS

Utilizing Business Classifications as defined by US Government agencies, Company certifies that its Classification is: (Attach copy of certification letter(s) if applicable)

Large Business Small Business **Certified DBE** **Certified WBE** **Certified MBE**

Certified Small Disadvantaged Business (SDB) Woman-Owned Business **SBA Certified 8(a)**

MANAGEMENT

Attach organization chart(s) which illustrate how your business is organized to perform work and list below the officers, partners, or principles of the Company.

NAME	TITLE	PHONE	FAX

4.0 FINANCIAL & SALES

FINANCIAL DATA

Attach copy of most recent audited annual report, certified financial statement, or balance sheet and complete the following:

Tax Identification Number (TIN): _____ Dun & Bradstreet Number: _____ D & B Rating: _____

Present Net Worth in US Dollars: _____ Date of Attached Finance Report: _____

SALES VOLUME & CAPACITY (US \$)

Annual Sales Volume for the Last Three Fiscal Years:

FY	\$	FY	\$	FY	\$

Sales Currently Booked: _____ Bidding Limits: Min _____ Max _____

Largest Contract Awarded & Completed: _____ Description _____

Customer: _____ Value: \$ _____ Year Completed: _____

BONDING

Provide the following information together with a letter from your bonding company certifying your bonding capacity:

Bonding Company: _____ Contact: _____ Phone: _____

Bonding Capacity (US \$): _____ Amount Currently Bonded (US \$): _____

BANKING REFERENCES

Provide the following information pertaining to your primary banks:

Bank Names: _____

Addresses:				
Contact Name:				
Phone No.:				
FAX No.:				

PERFORMANCE	
Has your Company at any time failed to complete a contract or purchase order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any judgments, claims, or suits pending or outstanding against your Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Company now, or has it ever been, involved in bankruptcy or reorganization proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your company at any time withdrawn a bid? (If "Yes" why?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your company at any time made a Bid Protest? (If "Yes" why?)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer to any of the above is "Yes" explain fully here or in an attachment:	

5.0 PERSONNEL

MANAGEMENT					
		NAME		TITLE	Years of Service
	Quality				
	Production				
	Engineering				
	Procurement				
	Materials Mgmt.				
	Construction				
	Other				
		Total Number 3 Yr Average	Total Number Current	Average Years Service	Average Years Experience
	Management/Staff				
	Quality				
	ES&H				
	Production				
	Project Controls				
	Engineering				
	Procurement				
	Materials Mgmt.				
	Construction				
	Other				
	Total Employees				

Attach a summary of the qualifications of the Key Personnel listed above.

6.0 REGULATORY

Do your Company's policies comply with the Equal Opportunity provisions of Executive Order 11246?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Company a participant in and/or has it implemented an Affirmative Action Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company currently implement a drug screening program for employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your Company's Health and Safety Plan conform to the requirements set forth in Federal OSHA Hazard Communications Standards 29 CFR 1926 and 1910?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your Company performed work under the requirements established in the Federal Acquisition Regulations (FAR's)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a small, disadvantaged, and woman-owned business program in place to address compliance with Public Law 95-507?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company participate in a Disadvantaged Business Enterprise (DBE) program as defined in 49 CFR Part 26?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your Company presently disbarred, suspended, or declared ineligible for the award of contracts by any federal agency or the Commonwealth of Virginia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your Company agree to comply with all applicable International Laws & Regulations, including export rules and regulations of the country of origin of commodities, software and technology including technical data and assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7.0 QUALITY MANAGEMENT SYSTEM

BIDDER is requested to complete the following questionnaire regarding the controls which are in place to assure the quality of their Work/Products. **Answer the questions by Yes (Y); No (N); or Not Applicable (N/A).**

1. ___ Does your Company have a currently valid ISO 9001 Certificate, for the relevant Scope of Work/Services?
If yes, please provide a copy.
2. ___ Does your Company currently implement a Quality Management System (QMS), per ISO 9001:1994, or a more recent equivalent Quality Standard (e.g., ISO 9001:2000)?
Please provide a copy of the document used to implement the QMS; e.g., Quality Management System Plan or Manual.
3. ___ Does your Company use a "Project" or a "Contract Specific" Quality Plan or Manual (i.e., a customized document that reflects specific Customer requirements) to execute relevant Scope of Work/Services?
If yes, please provide a copy of such a document currently being implemented or used on a recently executed project.
If no, please attach an explanation describing how QMS is implemented on a "Project" or a specific "Contract"?

Does your Quality Management System (QMS) include appropriate controls pertaining to the following:

4. ___ Provisions for review of Customer's Procurement documents and implementation of appropriate controls to ensure compliance with specified requirements?
5. ___ Preparation, checking and approval of design documents?
6. ___ Coordination of design documents with other engineering disciplines?
7. ___ Verification of computer software?
8. ___ Specifying QMS requirements in procurement documents?
9. ___ Review of Supplier's and Subcontractor's design and quality related documents?
10. ___ Document controls associated with issuance of engineering documents to internal and external organizations?
11. ___ Retention of engineering documents associated with checking and inter-discipline coordination?
12. ___ Processing of design changes?
13. ___ Design verification/validation?

14. ___ Design documents Configuration management?
15. ___ Are Suppliers and Subcontractors selected on the basis of their capabilities to comply with the specified QMS requirements?
16. ___ Are Suppliers and Subcontractors required to submit, for review, their technical and/or quality related documents?
17. ___ Are inspections performed and/or tests witnessed, at the Supplier's facilities, during fabrication/manufacturing of purchased equipment/products?
18. ___ Are Suppliers required to provide quality verification documentation for equipment/products supplied by them?
19. ___ Is documentary evidence maintained to provide objective evidence that the Products will conform to the Purchase Order requirements?
20. ___ Are controls in place to ensure design/fabrication information and changes are controlled and incorporated in a timely manner?
21. ___ Are controls in place for the selection, evaluation and source inspection of procured items to ensure compliance to Purchase Order requirements?
22. ___ Are evaluations and controls established and maintained to control manufacturing processes and to ensure continuous control of the quality of the parts, components and assemblies?
23. ___ Is there a system for inspection and testing of material to assure that the Purchase Order requirements have been met?
24. ___ Are records maintained of all required inspections and tests performed on the Products to be furnished under this Purchase Order?
25. ___ Is surveillance maintained over preservation, marking, packing and shipping of equipment and materials to assure compliance with the Purchase Order requirements and industry standards to prevent damage, loss or substitution?
26. ___ Are controls in place to assure that nonconforming material is promptly identified and removed from normal production to prevent inadvertent use?
27. ___ Are controls in place to address corrective action and follow-up activities to avoid repetitive non-conformities?
28. ___ Are controls in place to assure that measuring and test equipment devices, used for final inspection/acceptance of Products being provided, are calibrated against certified standards?
29. ___ Quality Control, i.e., performance of inspections and tests by independent personnel, during various Construction activities?
30. ___ Performance of welding and non-destructive examinations?
31. ___ Qualifications of welders, personnel performing non-destructive examinations and associated Procedures?
32. ___ Receipt inspections of materials and equipment at Construction site?
33. ___ Handling, storage and preservation of materials and equipment at Construction site?
34. ___ Identification and resolution of non-conformances?
35. ___ Calibration of inspection, measuring and test equipment?
36. ___ Retention, and turnover of quality related records to the Customer, for Construction activities?
37. ___ Performance of internal and external quality audits?
38. ___ Periodic reviews of the adequacy and implementation of the Quality Management System?
39. ___ Training and indoctrination of personnel?
40. ___ Implementation of corrective and preventive actions, to preclude recurrence of quality related non-conformances?

8.0 PERSONNEL & ASSOCIATIONS

CONSTRUCTION PERSONNEL

Number of construction personnel currently employed by your Company (excluding Subcontract personnel):

Total direct-hire craft hours expended during the last five Calendar Years:

Office Staff	_____	CY	_____	Hrs	_____
Field Staff	_____	CY	_____	Hrs	_____
Crafts	_____	CY	_____	Hrs	_____
Total		CY		Hrs	

ASSOCIATIONS

Identify the Trade Associations or Bidder's Associations with which your Company is affiliated:

9.0 LABOR RELATIONS

Operating basis of Company: Union Merit Open

If your Company operates as a Union Bidder, provide the following:

Union Affiliation(s): _____

Contract Expiration(s): _____

Who is responsible for Labor Relations in your Company?

Name: Title: Years of Service:

Will your Company work under a Project Agreement? Yes No - Explain:

Have there been any strikes or labor disputes in the past two years? No Yes - If so, provide details below:

Date of last work stoppage: Reason for stoppage:

If your Company operates as a Merit or Open Bidder, provide the following:

Project hiring practices (*Attach a copy*)

Organization and lines of communication for supervisors and labor crafts: _____

Do you have an active in-house training program? No Yes -- *if so, attach a program description*

List organizational efforts by any Labor Organization in the last two years:

List any pending or historic claims or charges against your Company over the past five years from the NLRB, EEO, or civil rights action groups:

10.0 SAFETY

Environment, Safety, & Health Questionnaire

SUBCONTRACT NO: 25235-000-HC3-UB00-00002 PROJECT: DULLES CORRIDOR METRORAIL PROJECT

SUBCONTRACTOR: _____ JOB NO.: 25235

1. Provide key ES&H roles and responsibilities for ALL the following SUBCONTRACTOR site personnel:

Project Manager

Site Manager

Project ES&H
Manager

Site Safety Officer

Superintendent

Foreman

Employee

2. How will SUBCONTRACTOR encourage safe behavior on the project?	
3. How will SUBCONTRACTOR discourage unsafe behavior on the project?	
4. What are SUBCONTRACTOR's top 3 ES&H objectives for the project?	
a) _____	
b) _____	
c) _____	
5. What predictive and reactive measures will SUBCONTRACTOR measure as indicators of ES&H performance?	
6. What ratio of ES&H professionals to employees will the SUBCONTRACTOR have?	
One ES&H professional for every Manual Employees	
7. Describe SUBCONTRACTOR field supervision structure; what will be the ratio of supervision (foreman, supervisor, superintendent) to worker?	
8. List what internal ES&H meetings SUBCONTRACTOR will hold. For each include the purpose, frequency, target audience and attendees.	

<p>9. List what ES&H training will be provided by SUBCONTRACTOR for SUBCONTRACTOR personnel.</p>	
<p>10. What activities within SUBCONTRACTOR scope, if any, will require specialized ES&H training?</p>	
<p>11. Has SUBCONTRACTOR participated in or has a behavioral safety program in place or on a prior project? If yes, please provide an example and demonstrate how effective it is/was?</p>	
<p>12. What processes/techniques will SUBCONTRACTOR use to incorporate ES&H into work tasks to minimize risk?</p>	
<p>13. How will SUBCONTRACTOR communicate all contractual ES&H requirements to lower tier contractors?</p>	
<p>14. How will SUBCONTRACTOR monitor lower tier contractor ES&H performance?</p>	
<p>15. What method will SUBCONTRACTOR use to control and communicate the risk of hazardous materials?</p>	

16.	How will SUBCONTRACTOR manage and communicate the effect that changes in scope might have on risk to personnel?	
17.	What inspection programs will SUBCONTRACTOR have in place?	
18.	Describe how SUBCONTRACTOR will manage PPE provision, replacement, and training.	
19.	If vehicles or equipment will be in use, describe SUBCONTRACTOR's preventative maintenance and inspection program.	
20.	What measures will SUBCONTRACTOR take to minimize impact on the environment?	
21.	What processes and programs will SUBCONTRACTOR implement to minimize impact on employee long term health?	
22.	What employee assistance programs does the SUBCONTRACTOR provide to it's employees?	

23.	How will SUBCONTRACTOR minimize risk when conducting construction work in the same location and same time as other activities, such as Highway Workzones, ongoing construction, commissioning, and other activities?	
24.	Provide a list of emergency drills and frequency SUBCONTRACTOR will conduct.	
25.	Detail medical provisions that SUBCONTRACTOR will provide on site. Include planned offsite treatment arrangements for more serious cases and Case Management techniques.	
26.	Detail fire prevention, inspection, and fire fighting provisions that SUBCONTRACTOR will provide on site.	
27.	What type of incidents does SUBCONTRACTOR:	
Report internally?	_____	
Investigate internally?	_____	
28.	Typically who from SUBCONTRACTOR'S organization is involved in an incident investigation and what are their qualifications for incident investigation?	
29.	What incident records does SUBCONTRACTOR keep at both project and corporate levels?	

30. Give three examples of how you have incorporated lessons learned into your ES&H program.

a) _____

b) _____

c) _____

31. What process will SUBCONTRACTOR use to measure and assess its ES&H performance?

32. If they occur, who is involved in SUBCONTRACTOR internal ES&H audits?

33. If involved in design phase, how does SUBCONTRACTOR ensure that ES&H risks are eliminated, reduced, or mitigated during design?

34. How does SUBCONTRACTOR ensure their sub-vendors/suppliers also manage the continued safety of their own personnel?

35.	How does SUBCONTRACTOR manage the safety of visitors to <u>their</u> premises and sites?				
36.	Has SUBCONTRACTOR or any of SUBCONTRACTOR'S Personnel won any ES&H awards (Local, National, or International)?				
37.	Provide the following information for the three most recent years. These statistics must include any incidents which were incurred by sub-tier Subcontractors.	20[]	20[]	20[]	
a) Number of lost workday cases.	_____	_____	_____		
b) Number of restricted workday cases.	_____	_____	_____		
c) Number of cases with medical attention only.	_____	_____	_____		
d) Number of fatalities.	_____	_____	_____		
e) Number of hours worked.	_____	_____	_____		
38.	List SUBCONTRACTOR's NAICS Code:				
39.	List SUBCONTRACTOR's interstate Experience Modification Rate (EMR) for the three most recent years.	20[] _____			
		20[] _____			
		20[] _____			
40.	Provide the state/province EMR for the three most recent years.	20[] _____			
		20[] _____			
		20[] _____			
41.	List any prior experience of working with BECHTEL including details of projects completed and the scope of work.				

11.0 SIGNATURE & CERTIFICATION

The official signing this document certifies that he/she is acting within the scope of his/her authority to make such representations and certifications, and that the information furnished in this document is current, complete, and accurate as of the date of signing.

Signed:

Date:

Name:

Title: