



ON-DEMAND CONSTRUCTION

\$50k—\$500k

REQUEST FOR QUALIFICATIONS | #V211-24-030 | NOVEMBER 30, 2023 | 2PM



VIRGINIA MILITARY INSTITUTE | PROCUREMENT SERVICES
314 SMITH HALL | LEXINGTON, VA 24450

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November 30, 2023

LTC Lynn Carmack
Procurement Services
Virginia Military Institute
314 Smith Hall
Lexington, VA 24450

Re: On-Demand Construction, Renovation & Repair Services
Virginia Military Institute
RFP #V211-24-030

Dear Mrs. Carmack,

On behalf of Harrisonburg Construction, I am pleased to present our qualifications for the On-Demand Construction Program. We understand the importance of the ability to be responsive, innovative and cooperative when performing construction services in a highly sensitive university environment with complex buildings, systems, students, faculty, and staff. We have been working on university campuses in the Central and Shenandoah Valley for the past twenty-five years. We take pride in having developed relationships with local universities as a trusted partner they can count on to get the job done.

Summarized below are factors that make our team a partner of choice for the Virginia Military Institute:

COMMITTED PARTNER – Harrisonburg Construction's approach is collaborative and transparent. Our team is committed to partnership, not just for one project, but for the long term. We have offices in Harrisonburg and Charlottesville, which offers great responsiveness and the ability to be a partner with VMI for many years to come.

GREAT TEAM – Harrisonburg Construction brings a wealth of new construction and historic renovation experience in the higher education environment. We have proposed a high performing team of professionals with the right blend of experience and working relationships. Our emphasis on preconstruction will ensure informed decisions are made in a timely manner with reliable certainty.

LEAN – Harrisonburg Construction will employ collaborative processes and procedures. We've made a corporate commitment to using lean strategies, including continuous improvement tools to assure owner satisfaction and proactive communication. We embrace innovative thinking and solutions that maximize the use of your budgeted resources. We will identify challenges and present solutions to the project team. We believe in intensified pre-planning, early trade contractor involvement, pull planning, big room, and other Lean Principles that add value at the front end and eliminate waste. We have self-perform capabilities that are a distinct advantage to driving schedule, quality, and safety. Our approach to problem solving is holistic and there will be no surprises.



DIVERSITY - Harrisonburg Construction has built our 30-year reputation on the premise of Building Partnerships. We carry this philosophy through to our subcontractor and supplier relationships. We encourage inclusive subcontractor and supplier participation on all our projects. Rather than waiting for firms to come to us at bid time, we will identify and approach SWAM firms early in the process to engage them and gain an understanding of how they can best fit into the project. Our philosophy is not just to meet percentage goals, but to develop relationships with new firms that will become our partners on future projects. Through the implementation of these practices and our commitment to their success, we can meet or exceed SWAM targets on public sector work and achieve substantial participation on private sector projects.

SAFETY - Safety is the #1 priority at Harrisonburg Construction. It is included in the planning and execution of all our projects as well as integrated into every employee's responsibilities, beginning their first day of work. We require all employees to attend a comprehensive safety orientation prior to starting work, followed by extensive on-site training tailored to the various activities they will be performing. Our safety training includes not only the minimum requirements as outlined by OSHA, but also best practices we have developed in over 30 years of construction experience. We will work closely with the Owner in order to put provisions in place to address pedestrian circulation at the start of construction and monitored throughout the project.

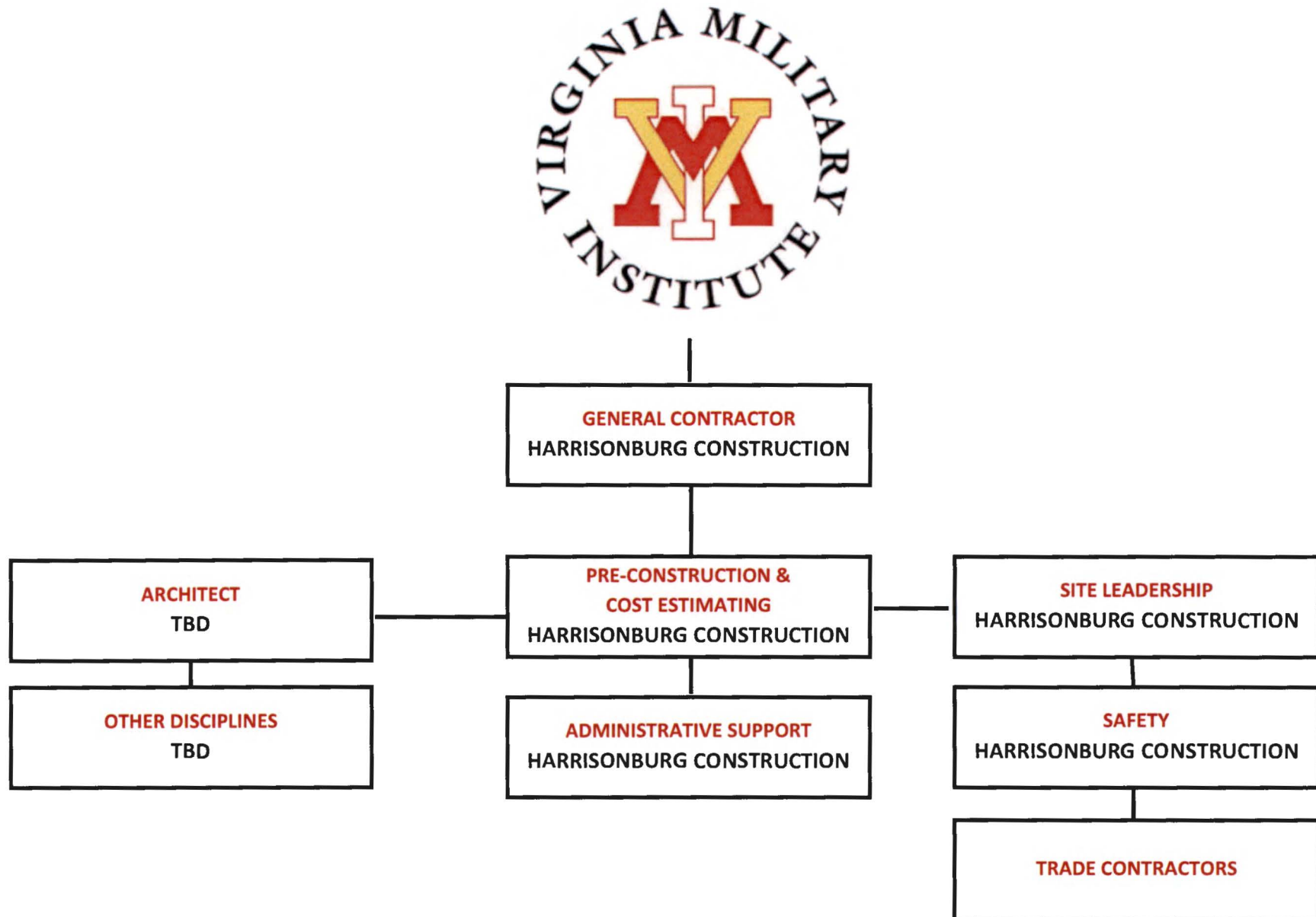
As CEO, I will support our project team to ensure our commitments are honored. We are very excited to have the opportunity to partner with the Virginia Military Institute. We are well prepared to meet this challenge and will work tirelessly to provide the best construction value for your projects. Please do not hesitate to contact me with any questions.

Sincerely,
Harrisonburg Construction Co., Inc.

Charlie G. Newman, MBA
CEO

e: charlie@harrisonburgconstruction.com | m: (540) 908-7145

ORANIZATIONAL CHART



KEY TEAM MEMBERS



KYLE SKIDMORE
SUPERINTENDENT

Kyle will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Kyle will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



TRAVIS RYDER
SUPERINTENDENT

Travis will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Travis will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



CHARLIE NEWMAN
CEO

Charlie will serve as JMU's primary point of contact from preconstruction services through project closeout, the warranty period, and beyond. Charlie's role will be to ensure VMI's expectations are exceeded and project goals are being met. He will oversee scheduling, constructability, value analysis and the creation of HC's Plan for the project. He will play a key role in logistics planning. Charlie will work in close coordination with our Superintendent, to provide quality control, schedule adherence, safety planning and execution, and general project guidance.



DONNIE DEAN
SUPERINTENDENT

Donnie will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Donnie will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



CLAY RANDOLPH
SUPERINTENDENT

Clay will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Clay will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



CHARLIE NEWMAN

CEO

PROFILE

Charlie has seven (10) years of experience in Commercial and Public Construction. As CEO for Harrisonburg Construction he has overseen its growth in multiple markets from Harrisonburg, Charlottesville, to Lexington. He enjoys tackling new challenges and building trusted relationships with our owners.

CONTACT

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OUTSIDE OF WORK HE ENJOYS:

Spending time with family & friends
Spending time outdoors
Working out
Reading

EDUCATION

JAMES MADISON UNIVERSITY
MASTER OF BUSINESS ADMINISTRATION

JAMES MADISON UNIVERSITY
BACHELOR OF ADMINISTRATION, ACCOUNTING
FOOTBALL ALUMNI

ROLES & RESPONSIBILITIES

Charlie will serve as VMI's primary point of contact from preconstruction services through project closeout, the warranty period, and beyond. Charlie's role will be to ensure VMI's expectations are exceeded and project goals are being met. In fulfilling this responsibility, he will work with VMI staff, Architects, and other project stakeholders to ensure all the project objectives are identified, defined and communicated to the entire project team. He will oversee scheduling, constructability, value analysis and the creation of HC's Plan for the project. He will play a critical role during HC's preconstruction services by leading the development of the schedule, providing constructability reviews, assisting in value analysis and alternative options, and will play a key role in logistics planning. Charlie will work in close coordination with our Superintendents, to provide quality control, schedule adherence, safety planning and execution, and general project guidance.



CLAY RANDOLPH

SUPERINTENDENT

PROFILE

Clay has fifteen (15) years of experience in Commercial, Industrial and Higher Ed Construction. His experience, can do attitude, history of successful projects and satisfied customers has earned him a great reputation and made him one of our go to guys on high profile projects.

CONTACT

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OUTSIDE OF WORK HE EJNOYS:

Family
Music
Golf

EDUCATION

HARRISONBURG HIGH SCHOOL

ROLES & RESPONSIBILITIES

Clay will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project. A seasoned veteran, Clay is skilled in managing projects on higher education campuses. He is an effective and decisive leader. He is an articulate communicator that gets optimum performance and project buy-in from our subcontractor partners.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Clay will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



DONNIE DEAN

SUPERINTENDENT

PROFILE

Donnie has twenty-five (25) years of experience in Commercial and Higher Ed Construction. His experience, can do attitude, history of successful projects and satisfied customers has earned him a great reputation and made him one of our go to guys on higher ed projects.

CONTACT

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OUTSIDE OF WORK HE ENJOYS:

Outdoors
Family

EDUCATION

ELKTON HIGH SCHOOL

ROLES & RESPONSIBILITIES

Donnie will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project. A seasoned veteran, Donnie is skilled in managing projects on higher education campuses. He is an effective and decisive leader. He is an articulate communicator that gets optimum performance and project buy-in from our subcontractor partners.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Donnie will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



KYLE SKIDMORE

SUPERINTENDENT

PROFILE

Kyle has fourteen (14) years of experience in Commercial and Residential Construction. His experience can do attitude, history of successful projects and satisfied customers has earned him a great reputation and made him one of our go to guys on major projects.

CONTACT

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OUTSIDE OF WORK HE ENJOYS:

Golfing
Fishing
Attending College Football Games

EDUCATION

BLUE RIDGE COMMUNITY COLLEGE

MASSANUTTEN VO-TECH SCHOOL

ROLES & RESPONSIBILITIES

Kyle will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project. A seasoned veteran, Kyle is skilled in managing projects on higher education campuses. He is an effective and decisive leader. He is an articulate communicator that gets optimum performance and project buy-in from our subcontractor partners.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Kyle will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.



TRAVIS RYDER

SUPERINTENDENT

PROFILE

Travis has fifteen (15) years of experience in Commercial and Residential Construction. His experience can do attitude, history of successful projects and satisfied customers has earned him a great reputation. His willingness to accept challenges that are out of the ordinary have earned him the distinction as not only a go to guy in normal construction projects but also the guy you can rely on to take on the most difficult challenges in the field.

CONTACT

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OUTSIDE OF WORK HE ENJOYS:

Spending time with family
Hunting
Fishing

EDUCATION

BLUE RIDGE COMMUNITY COLLEGE

MASSANUTTEN VO-TECH SCHOOL

ROLES & RESPONSIBILITIES

Travis will oversee the entire project site, he will control the day-to-day operations of the site, including daily coordination with VMI staff, Harrisonburg Construction's subcontractors and vendors, testing agencies, etc..., and will maintain the schedule and overall quality of the project. A seasoned veteran, Travis is skilled in building high profile, large magnitude projects and is an effective and decisive leader. He is an articulate communicator that gets optimum performance and project buy-in from our subcontractor partners.

While our safety efforts on VMI projects will be overseen by HC's Safety Director, Bob Ryder, Travis will serve as the daily/hourly on-site safety manager. He will ensure that all of HC's subcontractors perform their work in accordance with our strict safety procedures and requirements.

II. B. GENERAL STATEMENT

We take pride in managing and completing the hardest, most bizarre projects no other firm wants, or even knows how to tackle, it's a badge of honor very few can wear. For us, we see it as a way of building trust with owners for bringing success to any type of challenging project they put in front of us. It has been the recipe for unparalleled client satisfaction and staggering repeat and referral business for 35 years. We want our clients to know they can count on us for time sensitive and emergency projects. We understand the nature of performing construction services at higher ed institutions. Attention to detail is paramount and there are limited time frames for certain projects when students or cadets are on leave. We are not finished and never leave a job until the client is 100% satisfied, this has allowed us to establish ourselves as a trusted partner within the institutional market.

We understand that our last project is the most important project in the eyes of our owners. We always keep in mind that we are only as good as our last job. The result is a lack of complacency and a great first impression with every job. Our employees stay focused and disciplined on delivering the highest quality work.

III. C. INSTITUTIONAL CLIENTS

2023 PROJECTS	
INSTITUTION	VOLUME
James Madison University	\$3,000,000
Laurel Ridge Community College	\$2,000,000
VSDC	\$ 750,000

IV. METHODOLOGY & PLAN

RFP REFERENCE – VII.B.2.a: Provide a complete and detailed description of the offeror's methodology and plan for providing the services described herein:

A. KICK OFF MEETING:

This meeting lays the foundation for the success of the project. We don't take it lightly and will utilize this time to communicate "how" we're going to work together to successfully complete the project. Communication to us is not just talking about what we're going to do. We will actively listen to VMI and the needs they have. We will take this feedback and adjust our plan to position the team for success.

The first step is to start building relationships. People build buildings, people work through issues, people have ideas and that's why our plan revolves around people. Communication is the key ingredient that will drive success for the team. You will see through out this proposal and our plan moving forward that communication will be at the forefront of what we do.

The outcome of a successful kick off is a clear, common understanding of the project scope, key performance indicators and strategic objectives. It establishes the primary lines of communication within and outside of the project team.

Our typical kick off includes the following:

- Introductions
- Roles / Responsibilities
- KPIs
- Communication Plan / Dispute Resolution
- Design / Constructability Discussion
- Site Plan
- 6 Week Look Ahead
- Next Steps / Action Plan (what, when, who, why)

B. PHILOSOPHY / APPROACH:

We believe the JOURNEY of how we achieve our goals is as important as the end result itself. As a team, we will establish a “project first” culture that joins all stakeholders and team members in a shared commitment to meeting your ultimate goal.

1. STRATEGY

Simple processes and procedures are easier to understand, better understanding leads to open communication, open communication builds confidence, and more confidence produces higher results. We focus on the actions that lead to the most progress. Too often we are overwhelmed with information, paperwork, and non-contributing tasks. We want to eliminate this waste and focus on the 20% of tasks that give us the 80% of progress.

This reduces the time our subs spend filling out RFIs, Submittals, SOVs, attending meetings, and gives them more time to focus on what they’re good at, the actual work that needs to be done.

2. KPIs

Key Performance Indicators will be developed together as a team during the initial kick off meeting.

3. PROCESSES / PROCEDURES

Prompt and clear communication among key team members is a major key to the success of a project. Communications come in many different forms including the basics: verbal (face-to-face and phone), written (letters), and electronic (emails, texts, faxes, etc.). We have countless

other tools by which to communicate, record keep, and coordinate. Below is a discussion of the most common of those tools that will be implemented in the performance of our projects:

➤ **MEETING NOTES AND MINUTES**

Meetings occur on a project for a variety of reasons. It is our responsibility to clearly and concisely record the events of all such meetings. This starts with a well-organized and thought out agenda to be used as a roadmap for the discussions to follow in the meeting. As the meeting progresses, detailed notes are taken recording attendees, items discussed, critical decisions made, follow-up or action items (and responsible parties), as well as items to discuss at future meetings. In addition, the following are reviewed with logs and/or handouts provided to each attendee by the Project Manager:

- Schedule and progress
- Requests for Information and status of each
- Submittals and status of key items
- Design changes
- Cost issues and change proposals
- Applications for Payment

At the end of the meeting, these notes and other key documents are summarized in clear, concise, and unbiased Meeting Notes or Meeting Minutes which are then distributed to all attendees as well as all other team members who are designated for the distribution list.

Recipients of these minutes are asked to provide comments or edits to the minutes which are then incorporated into the record set of minutes which are re-distributed as the formal record of the meeting and in the case of regular or recurring meetings. These minutes also serve as the agenda for the following meeting.

➤ **SUBMITTALS**

Accurate and timely submittal and shop drawing control is mandatory to ensure the timely delivery of the numerous materials and equipment necessary for a construction project. Submittals have a direct impact on the quality of and compliance with plans and specifications. They also ensure the large number of dissimilar materials fit together and complement each other. The expediting and processing of all submittals is the responsibility of the Project Manager.

➤ **SUBMITTAL LOG**

A complete specification review will be made immediately after the award of a contract to generate a total list of submittals required by the Specifications and Contract Documents. This list will then be organized sequentially by specification section number on the submittal log. In addition, a preferred two-week turn-around time for all submittals shall be established with the architect/engineer.

The submittal log will also include the date that the submittal is required from the subcontractor. These dates are developed from the date the material is required on the jobsite. Therefore, the submittal log is taken one step further by the development of a material delivery log (see the commentary below).

➤ SUBMITTAL PROCESS

As soon as the work is awarded to the subcontractor or vendor, they will be notified of their submittal requirements. Submission dates (including any dates listed in the subcontract or purchase order), number of copies of submittals required, required delivery dates, and promised delivery dates will be discussed, established, and recorded.

Upon receipt of a submittal or shop drawing, the following steps will be followed:

1. Carefully review the submittal for compliance with the contract documents, constructability and common sense.
2. Transmit the submittal to the Architect using a Submittal Transmittal Form.
3. Review the returned submittal.
4. If the submittal has been approved, return it to the subcontractor/vendor with required delivery dates of the approved material indicated. Distribution copies should also be sent to any subcontractor or vendor who might be affected by this information.

*In the event a submittal must be resubmitted, the above procedure shall be repeated.

➤ MATERIAL DELIVERY LOG

As stated above, a material delivery log will be developed and maintained for the project. Getting materials on site in a timely manner is critical to the success of the schedule. The materials' lead times (fabrication, production and shipping) are obtained from the subcontractors. From that date, the required submittal times are established and entered into the submittal log. Conservative dates are used in case submittals need to be revised and durations extend out further than originally forecasted. The goal is to have the material delivered to the job site in a timely manner to prevent delays in the construction schedule.

➤ REQUEST FOR INFORMATION

During the construction period, questions arise concerning the contract documents, which have a significant impact on the project and must be answered for work to proceed. To streamline the exchange of information among the project team members, the use of a Request for Information (RFI). The RFI system is a proactive process providing a method of tracking information requested and distributing the responses to the team members who need it.

It is the Project Manager's responsibility to initiate and maintain an appropriate RFI process for the job. This includes modifying the standard RFI form to address the project requirements, reviewing the proper handling/routing procedures, and determining an appropriate response time.

C. SCHEDULING:

Development of a construction schedule during preconstruction is an important component of our project approach. In construction, time has a value in both monetary and non-monetary terms.

Although the details of a schedule evolve as the design progresses, identification of durations,

milestone dates, and critical activities allow both parties to be more proactive as the transition is made from preconstruction to construction.

First "100" days

Mobilizing a project on a tight campus could cause substantial disruption to various adjacent operations if not properly planned and coordinated. We want to be transparent with what to expect when we first mobilize so we can provide a comfort level with our neighbors in the adjacent buildings.

To minimize our disruption and to communicate what to anticipate, we will put together a "First 100 Days" log to show what is to be expected and to limit surprises. This will also give campus operations an opportunity to discuss any concerns with the course of action during this enabling period of a project.

SUBMITTAL SCHEDULE

A Submittal Log/Schedule will be developed as previously described upon contract awards and review of completed specifications.

D. SITE PLAN / LOGISTICS:

A key component to how Harrisonburg Construction will be judged on VMI projects is how effective we are in completing the work with minimal disruption to the ongoing institute operations.

First and foremost, all effort and energy necessary will be expended to ensure the safety of students, faculty, staff, and visitors. Hard separations will be established between construction activities and ongoing operations. Establishing these barriers is an effective means of keeping the construction contained while avoiding unintentional access into the construction site by unauthorized (non-construction) personnel.

Harrisonburg Construction takes pride in running a clean and neat jobsite not only for appearance's sake but also for the increase in safety and overall progress. This includes daily cleaning at the end of each day.

Utility relocations, service tie-ins, and utility connections are a necessary byproduct certain projects. Our job will be to identify all such critical utilities and coordinate closely with all affected parties as to when and how their operations will be affected. We will develop detailed plans and schedules with our subcontractors using input from VMI to clearly identify the steps required and the timeframes for each to complete these efforts. Many of these shutdowns will need to occur "off hours" to avoid disruptions to daily campus operation. No such work will be undertaken without complete coordination and final approval from VMI.

Multiple factors will impact how we bring materials and equipment to the site. All these factors must be taken into consideration in developing an approach to logistics that minimizes disruptions and takes full advantage of available staging areas.

Based on the constrained sites and adjacent facilities, the team will coordinate and clearly

communicate requirements and restrictions during the construction of this project. Deliveries can be scheduled for off hours, for example late afternoons, to avoid disruption to nearby university buildings and other VMI activities. Understanding this requirement at the pre-construction level allows subcontractors to prepare for adequate secure storage as part of their project proposals and planning. Harrisonburg Construction is confident that site constraint challenges and adjusted work hours can be overcome based on our knowledge from past experiences, setting clear expectations, and channeling routine communication between all parties.

E. PROJECT FORMS:

We see all project forms as communication tools and will utilize forms to enhance communications between the entire project team. These tools will ensure information is stored and distributed to the proper parties in a timely manner. Our goal is to make sure all project stakeholders have the most current information to make informed decisions.

F. CONTINGENCY PLANNING:

Harrisonburg Construction's philosophy is to identify issues early in the process and once identified, work with the entire project team to develop the most viable solutions and implement them immediately.

We believe 'time tested tools' are the best approach. We will spend a significant amount of time in the field, rolling up our sleeves, surveying existing conditions and making daily progress.

Another method that we use to assist in identifying problems early on include the use of a Project Start-up Checklist. Discovering these items early in the process allow us to communicate with the project team through the use of RFI's to mitigate the problems prior to the start of construction.

These problem identification methods help us to prioritize potential issues. We prioritize problems based on a multitude of factors with top priority given to those that have the highest potential for cost and schedule impact.

Harrisonburg Construction's "get it done" attitude towards problem identification results in valued communication and teamwork among the whole project team resulting in a successful project for all involved. Problem identification and mitigation is most successful when treated as a collaborative effort among the entire project team.

G. COST / SCHEDULE CONTROL:

The long-standing reputation that Harrisonburg Construction has maintained for delivering successful projects in accordance with the quality, timeliness, and budgetary expectations of our owners is not only a result of the professionalism that is bestowed upon Harrisonburg Construction employees, but also a product of the importance we place on the selection of our subcontractors, suppliers, and consultants.

Engaging subcontractors early on in preconstruction and collaborating with them throughout construction through a hands-on approach can ensure a streamlined project delivery founded on open communication. This allows us to stay ahead of and proactively mitigate potential issues than can negatively affect cost and schedule. We will utilize the following steps to implement this strategy:

- Prior to commencing work, we will hold pre-proposal and preconstruction meetings with our subcontractors. These meetings ensure that each firm understands what is expected and offers guidance to develop successful planning and execution for scopes of work.
- During construction, we will hold regular subcontractor coordination meetings to ensure proper coordination of the work and scheduling takes place. We will have an updated two week look ahead schedule, delivery schedule, safety standards, design documents, and phasing plans.
- We will hold weekly safety meetings with all subcontractors onsite. These meetings are used to discuss project safety, ensure quality control and resolve field issues.

If a significant performance deficiency or risk is identified, we meet with the subcontractor to collaboratively develop and implement strategies to overcome those challenges and keep the project on track. Our subcontractors are our partners, but they are also accountable just as we are for their commitments (budget, schedule, quality, safety, etc.). If any issues arise, we enforce disciplined action to get them back on track.

BUDGET CONTROL – We will use several tools to monitor cost, including:

- **Cash Flow Forecasting:** We will prepare cash flow projections to reflect the latest progress payments and the remaining project costs and schedule. Monthly during construction, we will compare actual expenditures against projected values. Monthly cash flow forecasting also ensures a monthly look ahead on anticipated billings for the project, utilizing budgeted schedule of values and schedule activities.
- **Change Status Report:** A report showing all open and closed cost events and reason for change. This report can be reviewed on a regular basis for the team to review any proposed changes, status and cost.

CHANGE ORDER MANAGEMENT – Our management of change orders provides reliable and fair handling of owner-requested changes. We focus on the beneficial aspects of desirable changes while minimizing the detrimental aspects of unanticipated or unavoidable changes.

We will meet with each subcontractor to review the change as well as review the cost before we submit to the owner. Before the proposed change is passed along to the owner, every effort is made to provide full disclosure of the facts and costs of the change. Included as a part of the change notice is:

- Detailed description of the change
- Listing of the documents creating the change (RFI, Field Report, etc.)
- Schedule analysis
- Review of subcontractor pricing, quantities, unit prices, mark-ups, etc.

SCHEDULE CONTROL – As part of our commitment to eliminating waste, we will manage projects using Pull Planning/Last Planner System. We start with the project end date and work backwards from there. This method allows us to identify critical milestones in preceding order.

By using pull planning, we will be able to expose the need for smaller more manageable phases, improved leveling of resources and reduced lead times. Our communication and workflow will become more reliable and efficient by eliminating redundancy and over processing.

Updates & Reviews

- Regular weekly schedule reviews will be performed by the project team. These updates will be led by the superintendent. A face to face “two week look-ahead” is performed with individual sub-contractors on site.
- Bi-weekly subcontractor meetings that follow the pull planning system allow sub-contractors to communicate and adjust their “two week look-ahead” based on collaborating with other subs. This provides a realistic picture of what needs to be done, why it needs to be done, where it needs to be done, who needs to do it, and when it needs to be done.

H. QUALITY CONTROL:

Throughout projects, Harrisonburg Construction will maintain a “rolling punch list”. This assists in minimizing the eventual punch list at the end of the project and serves as a resource that HC will issue to the design team for their reference on items that have been corrected, or in progress, prior to the formal punch list period.

COMMISSIONING / INSPECTION:

COMMISSIONING – The key objectives of our commissioning process include:

- Provide fully functional facilities with systems, equipment and components that meet all functional requirements and specifications before the date of acceptance.
- Fully training the operational and maintenance staff in all aspects of the installed systems.
- Fully training and/or familiarizing end users with the installed systems.
- Confirming completion of documentation related to maintenance and

operations of all installed equipment and systems.

INSPECTION- Harrisonburg Construction will ensure complete coordination with all third-party inspections required by code and for quality control assurance. We will identify all tests required by contract documents and prepare a complete testing log. Communication of sequences, scheduling, submittals, subcontractor meetings, quality controls, safety and other required aspects will be clearly planned with certified testing companies contracted by JMU Foundation. A thorough tracking procedure and documentation program will be maintained for all third-party inspections, to ensure projects are built per code requirements at substantial completion.

I. SAFETY PLAN:

We understand that VMI takes the health and safety of every person on campus seriously. Safety is a core value for Harrisonburg Construction, and we will take all measures possible to minimize potential safety hazards while providing construction services. The safety and well-being of our construction team, subcontractors, vendors, students, faculty, staff and visitors will be paramount during execution of your project.

CORE PRINCIPLES OF OUR SAFETY PHILOSOPHY:

- All incidents and injuries are preventable
- Safety awareness is consistently communicated every day
- Workers are empowered to stop any unsafe act or condition on job site

The site safety plan for each of your projects will incorporate specific protocols necessary to address safety issues anticipated. Such protocols will include:

- Training and project team orientation
- Emergency and evaluation planning and drills
- Daily Hazard Planning, identification of the day's tasks, risks associated with those tasks and steps to avoid those risks.
- Safety inspections and audits
- Safety incentive and recognition

J. COMMUNICATION PLAN:

Communication is the key ingredient to successfully completing projects. We will ensure that lines of communication remain open and transparent. At the heart of our approach is a dedication to putting the project first. We believe Harrisonburg Construction's goals can best be furthered by not looking out for our own limited interests, but by achieving the best result for everyone involved.

Throughout the project we will make sure an atmosphere of productive, respectful partnership is maintained among all team members in the following ways:

- We will consistently have face-to-face communicate with VMI and the rest of the project team to facilitate quick decision making. Detailed monthly reports will also be

delivered, including status updates on safety, budget, schedule, design, construction and any key areas of concern.

- We will work with VMI to provide any additional reporting or communication found to be beneficial to the Institute and any other partners in the community.
- We will work hand in hand with VMI facilities, operations, and city officials to ensure there is minimal impact to VMI cadets, operations and staff throughout the duration of the project.

Regular face-to-face meetings will include, but are not limited to:

- **Project Principals Meeting:** These meetings will be held monthly. Decision makers will share project update information at the highest level and critical project decisions will be made. Attendees will include leadership from VMI and any other leadership representatives the project team deems necessary.
- **Progress Meetings / OAC Meetings:** These meetings will be held bi-weekly. Pull planning will be used to discuss schedule, project milestones, any anticipated changes.
- **Subcontractor 1 on 1 Meeting:** These meetings are designed to ensure subcontractors have all the information and resources they need to be successful. It allows us to maintain a clear understanding of the two week look ahead and proactively eliminate forthcoming schedule issues.

K. CONFLICT RESOLUTION:

Harrisonburg Construction takes responsibility to be fully transparent and open in all communications. Over the course of projects, issues will arise that will challenge our decision-making progress, our attitudes and our commitment to stay aligned as a team. To resolve issues, we take a step back from the immediate situation and try to remove all current emotions. We focus on putting ourselves in the other parties' shoes and see things from a different perspective. The following steps allow us to constructively resolve any conflict:

- Revisit project mission
- Review KPIs and project goals
- Analyze the issue related to KPIs and project goals
- Solicit input from key stakeholders
- Seek input from the owner's team based on proposed solution
- Agree on decision as a team and move forward

L. SUBCONTRACTORS:

See ATTACHMENT A

M. BONDS

The Hartford, through its various operating entities, has issued surety bonds to Harrisonburg Construction Co., Inc. since 2003, during which time we have favorably considered projects up to \$7,500,000 single \$15,000,000 total aggregate program.

Virginia Military Institute
Lexington, Virginia 24450-0304

REQUEST FOR QUALIFICATIONS

RFP# V211-24-030

Issue Date: 31 October 2023

Title: On-Demand Construction, Renovation and Repair Services
SET-ASIDE FOR SBSO Certified SWaM VENDORS ONLY

Questions Due: 14 November 2023 at 2:00 PM EST

Due Date: 30 November 2023 at 2:00 PM EST (mailed or hand delivered to VMI Procurement Services)

Commodity Code: 91200 – Construction Services, General

Issuing Agency: Virginia Military Institute
Procurement Services
330 Parade Avenue
Smith Hall, Room 314
Lexington, VA 24450

Period of Contract: Date of Award through 31 December 2024, with four (4) optional one-year renewals.

Proposals should be mailed or hand delivered to Virginia Military Institute, Procurement Services, 330 Parade Avenue, Smith Hall – Room 314, Lexington, VA 24450.

IDENTIFICATION OF BID ENVELOPE: The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section XI, paragraph N. The envelope should be addressed as directed in the heading of this Page of the solicitation. No other correspondence or other bids should be placed in the envelope.

All Inquiries for Information Should Be Directed To: LTC Lynn Carmack, VMI Procurement Services at carmacklw@vmi.edu. The Understanding of Requirement Form (Attachment A) must be used for questions concerning specifications or statement of needs.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address Of Firm:

Harrisonburg Construction Co. Inc.

3011 John Wayland Hwy

Dayton, VA Zip Code: 22821

Date: 11/30/2023

By:



(Signature in Ink)

Name:

Charlie Newman

(Please Print)

Title:

CEO

EVA Vendor ID or DUNS number 54-1440725

Phone: (540) 908-7145

E-mail: charlie@harrisonburgconstruction.com

Fax: ()

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, or any other basis prohibited by state law relating to discrimination in employment.

ATTACHMENT A
HARRISONBURG CONSTRUCTION SUBCONTRACTORS

Electrical

Design Electric
Colonial/Webb
Moore's Electrical & Mechanical
Sentry
Johnson & Redinger
Budget Electrical & Mechanical
Davis & Green Electrical
Copper Key Electric
Creative Electric
AC Power, LLC
Beck Cohen
Electrical Innovations
Graves Electric
Winston's Electrical
B & B Electric
PD Interiors
Crist Electrical Contractor
Mid Valley Electric
Able Electric
Allen Yoho Electrical
Dean Brothers
Draft Electric & Plumbing Services
Myers & Whitesell
Precision Electrical
Stonewall Contracting
Trumbo Electric
Lakeside Electric
J. B. Moore Electrical
Jarrett Electric
IES Commercial
Mountain Electric
Express Electric Company
Commonwealth Electrical Service
Armstrong Electric
Winnbo Electric
Traditional Contracting, LLC
Atlantic Constructors, Inc.
Correll Electric

Plumbing

A-Able Plumbing
L. A. Lacy
W.E. Brown
W.A. Sherman
Advanced Plumbing
Capital Boiler Works
Clyde A. Smith Plumbing
McPherson Plumbing & Heating
Wilhelm Mechanical
Dark Horse Plumbing
Gentry Plumbing
Glenn R. Carter Plumbing
L & D Associates, Inc.
Comfort Systems USA / Colonial Webb

Mechanical

Comfort Source
Southern Air
Sullivan
Riddleberger Brothers
Blaugh Brothers
Byers Mechanical
Mast & Brunk, Inc.
R.S. Boyers, Inc.
Albemarle Heating & Air
Comfort Systems, Inc.
Mechanical Solutions
Valley Boiler
R.E. Boggs, Inc.
Clyde E. Smith, Inc.
Star Heating & Cooling
Air Quality Systems
Atlantic Testing
Varney

Sprinkler Systems

Piedmont

Virginia

K & E

VSC Fire and Security

eTEC Fire Protection

Liberty Fire Solutions, Inc.

Simplex Grinnel

Peninsula Fire Protection

Cavalier Fire Protection

Fire Alarm

FLSA / East Coast Fire

Sutton-Clark

TW Systems

Fire-X Corporation

Hudson-Payne

Fire Solutions

Drywall/Framing

A&D Applicators

First Choice Contractor Services

McDaniel Contractor Services

Piedmont Plaster & Drywall

Virtex

Valley Pike Contracting

United Painting

Capital Interior Contractors

F Richard Wilton Contractor

Stafford Systems, Inc.

Shover Drywall

Eastern Partitions, Inc.

Corder's Drywall

P. W. Washington

Plaster / Stucco

Cameron Thomas Stucco Specialties

Central Virginia Stucco

Falls Run Stone & Stucco

Skinner Construction

Stucco & Stone

Classic Wall Systems

Century Contracting

Doors/Hardware

Glass & Metals

Augusta Steel

Skyline Doors

Precision Door & Hardware

Pleasants Hardware

APV

House of Doors, Inc.

Commonwealth Building Materials

J. S. Archer Company

Architectural Hardware of VA

Better Living

Dodson

DH Pace Door Services

Door & Hardware Specialties

Trimble Company

The A.G. Mauro Company

CS Martin

Blue Ridge Doors

A. L. Miller Building Company, Inc.

Virginia Automatic Door Company

Brown Lock

Overhead Doors

Apple Door

Overhead Door

Blue Ridge Doors, Inc.

Homestead Materials Handling Co.

Amelia Overhead Door

Capital Door Systems

A-1 Door Company

Crane Service / Steel Erection

CSE

Concrete

Innovative Construction

Royal Foundations

Contracting Unlimited

Ferguson Concrete

Casey Concrete

Toro Concrete

Montibello Contract Services

Adkins Concrete

Finley Asphalt & Sealing

Concrete Polishing

DiamondShine / SealWrap

QuestMark

Glass

Mike's Glass/Mirror
Virginia Glass
Charlottesville Glass & Mirror
Binswanger Glass
PWD Windows & Doors
Dominion Glass
Riverfront Glass
Staunton Glass & Mirror
Appomattox Glass & Storefront
Fredericksburg Glass & Mirror
Blue Ridge Glass & Mirror
Roy's Glass Service
Berkeley-Mountaineer Glass & Door
Mid-Atlantic Glass Corporation
Pella Windows
Glass Doctor - Charlottesville
M. R. Dishman & Sons
CNJ Glass, Inc.
W. H. Stovall & Company

Ceilings

Ceiling & Floor Shop
Cavalier Carpets
Evening Interiors
Top Notch Interiors
Floors Are Us
Commonwealth Interiors
Metzler Interiors
Commercial Surfaces
Acousti, Inc.
F. Richard Wilton Jr., Inc.
APS Acoustical Panel Systems
TechStar Industries

Carpet/Tile

Floor Fashions
Hodgman's
Black Brothers Paint & Floor Covering
Eagle Carpet
MTR Tile
Smiley Tile Carpet One
Strickler Carpet
Weaver's Floor Covering
Precision Marble & Tile
Costen Floors
P-D Interiors
The Floor Show
DMA Floors
Bonits Flooring Group
Designer Solutions
Betetourt Tile
Surfaces Floor and Wall Coverings
All American Floors
Walker's Carpets & Interiors
Pompei, Inc.

Tile & Terrazo

David Allen Company
Florock Polymer Flooring

Epoxy Flooring

Epothane Flooring Systems
Epoxy Systems LLC
Specialty Flooring LLC
Lewis Brothers Industrial Floors
Industrial Floor Corporation

Window Film

Sun Block, Incl
Aegis Films

Window Restoration

OCI - O'Byrne Contracting, Inc.

Storage Trailer Rental

Commonwealth Trailer Rental

Structural Engineers

Engineering Solutions
Viola Engineering

Pressure Washing

Hydraulic Mobile Pressure Wash

Painting

Custom Coating Concepts LLC
Metro Painting of VA, Inc.
J&A Painting
Alexander Painting
Paint Possibilities
Einstein Painting
Star Valley Painting
Black Brothers Painting
Blue Ridge Classic Painting
Dee Huffman Painting
Garris Painting
Big Brush Painters
McCulloughs Painting & Wallcovering
Custer's Custom Painging
TCB Painting
City Wide Decorators, Inc.
Dominion Contruaction Services
VWM Painting LLC.
Garis' Painting Inc.
DLH Painting

Wallcovering

Painting by Gurrieri

Steel/Welding

Quality Welding
Silver Lake
Liphart Steel
Shickel Corporation
Waynesboro Ally Works
Structural Steel Management
HDI Railing Systems
Industrial Fabricators
Bohling Steel, Inc.
Hermitage Steel, Inc.
Dean Steel
PK Wade and Sons Welding
Piedmont Metal Products
River City Steel
M & N Industries, Inc. / Crossroads Iron Works
Fredericksburg Machine & Steel
Excel Steel

Masons

BAS Masonry
M-3
Moore's
Shen Valley Masonry
Bat
Carr Masonry
F & S Masonry
Chewning Masonry
Salmon Masonry
Masonry Design and Construction
A & C Masonry
Davis Masonry Company
Breedlove Masonry
All Masonry
On Time Masonry
Bearing Masonry
Stambaugh Masonry
K & M Contracting
Quality Stone Veneer

Lumber

84 Lumber
Monger
Blue Ridge Builders
MWP - Maddison Wood Preservers
Apache Forest Products
ARKCO Timber Works

Trusses

Timber Truss
Better Living Components
Conmat Group/Republic Trussworks
Structural Technologies
Blueridge Truss
ProBuild
Trusswood
UFP Mid-Atlantic
Jones Building Systems

Casework

Cabinetworks, Inc.
East Coast Cabinetry
Cavanaugh Cabinets
Fertig Cabinet Company
Mill Cabinet Company
Nichols Cabinetry
Upland Casework
Blue Ridge Millwork
WoodCrafters, Inc.
Legacy
CommCab Inc.
Five Star Fab & Fixture
Hackney Millwork
Ashland Woodwork
Blair Dumond
Blair Dumond / Architectural Wood Fine Interiors
Apel Woodwork
Cavetown Planing Mill
PrimDell Inc.
Hampton Woodwork
NYCOM Inc.
Commercial Custom Cabinet
Rockwood Specialties
Virginia Millwork
Interior Wood Specialties
Capital Granite
Fenco

Civil Engineers

Lincoln Surveying
Draper Aden Associates
Cardinal Survey
Dominion Engineering & Design
Meridian Planning Group, LLC
WW Associates
Patton, Harris, Rust Assoc.
Timmons Group
Terra Engineering
MMM Design Group
Hurt & Proffitt
Racey Engineering

Steel Trusses

Housing Associates
Grayhawk
Metal Truss Solutions
Progressive Systems

Landscaping

Fine Earth
Land Tech Group of VA
Blue Hill Lawn & Landscape
Waynesboro Nurseries
Windridge Landscaping
Ivy Nurseries
Ivy Corner
Anderson's Landscaping
Ground Illusions
Dan's Landscapes
Grass Roots Landscaping
Watkins & Company
Shenandoah Landscapes
Shenandoah Valley Landscaping
Snow's Garden Center
Waynesboro Landscape & Garden
Beebe Landscaping
Foothill Lawn Service
J. W. Townsend
Town & Country
Bella Terra
Rodamers
K & T Services
Messer Landscape Inc.
Ground Effects
Shrekhise Landscape & Design
Stockner's Nursery
RSG Landscaping
Hawthorne Landscaping, Inc.

Lead-Based Paint Removal

CCI Industrial Blasting Services

Parking Lot Painting

R.J. Merkel
Payne Parking Design
Albemarle Asphalt Services
Golden Rule Services
TCMS - Traffic Control and Marking Systems

Site Work

Momentum Earthworks
Legacy Earthworks
Vess Excavating
Faulconer
Digs, Inc.
Haley, Chisholm & Morris
Weaver Works
Parham
Earthworks
Contour
J. R. Caskey Gracing & Excavating
A. G. Dillard
Williams Loader Service
Partners Excavating
Royal Oak Farm
Guy C. Eavers Excavating
Moffett Paving & Excavating
A & J Excavating
Kondakor Excavation
S & K Excavating
Stillwater Excavating
Plecker Construction
Goodman Excavating
Christian & Associates Excavating
Scott's Backhoe Service
Samuel James Construction
Hiser's Trucking & Excavating
Shelbeck Excavating
Blue & Gray Contracting

Gutters

Straight Edge Gutters
One Stop Gutter Shop
Layman & Son

Asbestos Abatement / Demo

Asbestco, Inc.
Waco, Inc.
SRI
Southern Environmental Services
SEMCO Services
PCS
Paragon Solutions, Inc.
OCW Environmental

Roofing

Melvin T. Morgan
Frank Kirby & Sons
Lynch Roofing
Don Largent Roofing
Shencorp
Roof Top Services
Skyline Roofing
Blue Ridge Roofing
McCarty Roofing
Valley Roofing
DSS Design Systems & Services
Shrock Roofing
Payne Roofing and Remodeling
SCI Roofing Contractors
Baker Roofing
Wells Roofing
Sanger Roofing
Roof Systems of Virginia
Roof Services Corporation
HCCI, Inc.
Affordable Commercial Roofing
John T. Morgan
CFE Roofing
Blankenship's Roofing
Creasy & Whiteed Roofing Company
Topline Roofing & Restoration Systems
US Construction Group, LLC
Holland Roofing
Carolina Roofing
International Roofing Corp
Martin Roofing

Asphalt

S.L. Williamson
Weatherman Collins

Signage

Hightech Signs
Gropen
Performance
Eddie Edwards Signs
Acorn Sign Graphics
Southern Atlantic
Signs USA
Intelligent Signage
Signature Architectural Signage

Bath Accessories / Marker Boards / Specialties

Inner Finish

Charlottesville Sanitary Supply

Manning Materials

B. J. Nisbet

Augusta Steel Corporation

Engineering Sales Corporation

Barranger & Company

J. H. Pence

Roanoke Engineering Sales

PM&P Services

Hanover Specialties

Mike Pauley Construction

BFPE Internation Fire, Safety, Security

Claridge Southeast

Direct Office Solutions

Schalow Manufacturing

Southeastern Distributors

Windows Blinds

Professional Window Treatments

Commonwealth Blinds & Shades

Specialty Drapery

Insulation

Stafford

Davenport Insulation

PolyPro LLC and Elite Insulation

WeatherSeal

Puff Inc.

ATS Acoustical Thermal Spray

Nelligan Insulation

Toler Insulating

Creative Conservation

Thermal Design

Firestopping

Firestop of VA

K Plus Services Inc.

HF3 Construction

Caulking

Commercial Caulking Co.

E. S. Chappell & Son

ABG

ABG Caulking & Waterproofing

Tidewater Caulking & Waterproofing

Triangle Sealants Corp.

AWR Advanced Waterproofing & Restoration

Waterproofing

Central Virginia Waterproofing

Atlantic Waterproofing

Blue Ridge Coatings

Valley Waterproofing

Lockers

ABAL Material Handling

T.L. Nelson Co.

PHP Locker Company

Third Dimension Specialties

Lyon Workspace Products

Virginia School Equipment

Geargrid Corporation

George W. Jones Company Inc.

Steiner B. Moore Corporation

Art Metal Products

List Industries

Penco Products

Building Specialties

Tennsco

Toilet Partitions

B.J. Nisbet & Associates

J.H. Pence Co.

Roanoke Engineering Sales Co.

Pleasant's Hardware

Professionals HIR, LLC

Library Equipment

Liberty Systems Inc.

Spacesaver Storage Solutions

Louvers / Vents

Architectural Louvers

Robert Bates Company

Aerolite Louvers

Access Doors

Nystrom

Decorative Canopies

Dominion Interiors

Skylights

Architectural Systems of VA

Canopies

Rusco Custom Canopies / SWBRowen Co.

Peachtree Protective Covers

Dittmer Architectural Aluminum

Mitchell Metals

Perfection Architectural Systems

Terrazzo / Precast Concrete / Pavers

Wausau Tile, Inc.

Stone Products

Charles Luck Stone

Shenandoah Stone/Shenandoah Asphalt

Frazier Quarries

Testing

F & R

Utility Marking

AccuMark

So-Deep

Termite Control

Intrastate Pest Control

Partitions

Modern Door & Equipment Sales

Helical Piers

Technical Foundations

J A Walder

Uretek

Subsurface Foundations

Faulconer Construction

FD Neal

JES

Ram Jack of the Commonwealth

Bracket Foundation Repair

Underground Boring

G & L Underground

Security

Hawk Security

Einstein Security

Scaffolding

Scaffolding Solutions

IPS Contracting Services

Scaffold Resource, LLC

Rental Equipment

H&E Equipment Services

RentEquip

NES Rentals

United Rentals

Controls

Johnson Controls

Fence

Webster & Webster

A & A Fence / A & A Construction Service

NuValley Fence

Master Halco

Atlantic Fence Supply

National Construction Rental

Crown Fencing

L&O Fencing

Insulated Metal Panels

Colonial Webb

D & B Thermal

Lab Casework

Nycom

Sheldon Laboratory Systems

Kitchen Equipment

Factory Direct Food Services

Ashland Equipment

Trident Food Servies

D.M. Jeffers Company, Inc.

Quick Servant

Calico Industries

Victor Products

Douglas Equipment

Office Partitions

Creative Workplace Interiors

Flag Poles

Distinctive Interiors, Inc.

Baartol Co., Inc.

Morgan-Francis Flagpoles

Elder Flag

Bleachers

Dant Clayton Corporation

Seating Constructors USA

E & D Specialty Stands

Grandstand Design Enterprises

International Design and Construction

CONFLICT OF INTEREST STATEMENT

Ensure that the solicitation is thoroughly read and completed. Complete, sign and return the information requested below with your proposal. FAILURE TO FURNISH THIS DATA MAY RESULT IN REJECTING YOUR PROPOSAL.

NAME: Harrisonburg Construction Co.

ADDRESS: 3011 John Wayland Hwy

CITY/STATE: Dayton, VA

TELEPHONE NUMBER: (540) 908-7145

FEDERAL ID NUMBER(FIN): 54-1440725

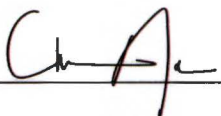
THE ABOVE FIRM IS A: (CHECK, AS APPLICABLE)

- | | |
|--|---|
| <input checked="" type="checkbox"/> SMALL BUSINESS | <input type="checkbox"/> INDIVIDUAL BUSINESS |
| <input type="checkbox"/> WOMAN-OWNED BUSINESS | <input type="checkbox"/> SOLE PROPRIETORSHIP |
| <input type="checkbox"/> MINORITY-OWNED BUSINESS | <input type="checkbox"/> PARTNERSHIP |
| <input type="checkbox"/> SHELTERED WORKSHOP | <input checked="" type="checkbox"/> CORPORATION |

RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA:

IS ANY MEMBER OF THE FIRM AN EMPLOYEE OF THE COMMONWEALTH OF VIRGINIA WHO HAS A PERSONAL INTEREST IN THIS CONTRACT PURSUANT TO THE CODE OF VIRGINIA, SECTION 2.1-639.1-639.24? ☐ YES ☒ NO

IF YES, EXPLAIN:



SIGNATURE OF OFFEROR

11/30/2023

DATE

Please tell us how you received this solicitation:

- ☐ It was mailed to you directly.
☒ You requested a copy through the Virginia Business Opportunities.
☐ You obtained a copy from the Virginia Department of Small Business and Supplier Diversity
☐ Other (please specify) _____.

QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirement.

Indicate the length of time you have been in business providing this type of service. 35 Years
 Months

Provide a list of current references, either college, Educational Institutions, and/or other companies that your firm is servicing. Include the length of service, dollar volume, year contract was entered into, and the name and address of the person the State has your permission to contact. Such listing shall be comprehensive of your firm's customer base and can be formatted as follows:

CURRENT ACCOUNTS:

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
JMU, Gary Shears (540) 568-2850	30yr	\$3,000,000
Laurel Ridge Community College	5yr	\$2,000,000
Whitney Miller (540) 233-0349		
Virginia School for Deaf & Blind	5yr	\$750,000
Erich Roscher (540) 315-0055		

LOST ACCOUNTS:

Account Name, Address & Phone #	Length of Service	\$ Volume/Year

REFERENCES

Please list at least three references for whom you have performed each applicable category of service specified herein and within the past five years.

CLIENT: James Madison University

ADDRESS: 181 Patterson St, Harrisonburg, VA 22807

CONTACT

PERSON/PHONE#: Gary Shears, 540-568-2850

APPROXIMATE DOLLAR VOLUME PER YEAR: \$3,000,000

PROJECTS/DATES/DESCRIPTION: New Construction & Renovation that range in size and complexity.

CLIENT: Laurel Ridge Community College

ADDRESS: 3 Different Campuses (Warrenton, Luray, Middletown)

CONTACT

PERSON/PHONE#: Whitney Miller, 540-233-0349

APPROXIMATE DOLLAR VOLUME PER YEAR: \$2,000,000

PROJECTS/DATES/DESCRIPTION: New Construction & Renovation that range in size and complexity.

CLIENT: Virginia School for Deaf & Blind

ADDRESS: P.O. Box 2069, Staunton, VA 24402

CONTACT

PERSON/PHONE#: Erich Roscher, 540-315-0055

APPROXIMATE DOLLAR VOLUME PER YEAR: \$750,000

PROJECTS/DATES/DESCRIPTION: New Construction & Renovation that range in size and complexity.

Please use a separate sheet of paper for additional references.

Small Business Certification

Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude SBSD-certified women- and minority-owned businesses when they have received SBSD small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available online at www.sbsd.virginia.gov.

Offeror Name: Harrisonburg Construction Co.

Preparer Name: Charlie Newman Date: 11/30/2023

Instructions

- A. Businesses certified by the Department of Small Business and Supplier Diversity (SBSD) as a small business must complete Section A of this form.

Section A

CERTIFICATION TYPE (check only one below):

☒ Small Business

☐ Small and Women-owned Business

☐ Small and Minority-owned Business

Certification Number: 6647 Certification Date: _____

Expiration Date: 01/15/2025

NOTE: It is your responsibility to ensure that your certification is renewed and does not lapse. Should your certification expire, you will no longer be eligible to receive awards under this contract.

COMMONWEALTH OF VIRGINIA



DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

101 N. 14th Street, 11th Floor
Richmond, VA 23219

HARRISONBURG CONSTRUCTION CO INC

Is a certified Small
Business meeting all the requirements set forth under the Code of Virginia Section 2.2-16.1 et seq.
and Administrative Code 7VAC 13-20 et seq.

Certification Number: 6647

Valid Through: Jan 15, 2025

Accordingly Certified

A handwritten signature in blue ink, appearing to read 'Tracey G. Wiley'.

Tracey G. Wiley, Director



ATTACHMENT F

VMI CONTRACTOR / VENDOR STANDARDS OF CONDUCT

The contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and are not engaging in any destructive or criminal activity.

Foul language of any kind will not be tolerated. Engaging in verbal or physical behavior that causes distress to cadets, faculty, staff and/or employees will result in immediate removal from the job site.

All employees of the contractor and subcontractors shall wear uniforms or other appropriate Institute approved attire at all times to designate their affiliation with the contractor.

Brandishing a firearm, whether threatening or non-threatening, will result in immediate removal from the job site.

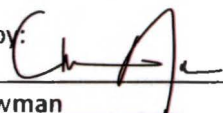
Contractor's employees who appear to be under the influence of alcohol or other substance shall not be permitted on VMI property.

Contractor's employees shall not use VMI owned equipment without the distinct permission of the Director of Physical Plant or Director of Construction or their designees. This equipment includes but is not limited to telephones and computers, hand tools and operable equipment.

The contractor is also responsible for insuring that its employees do not disturb papers on desks, or open desk drawers, cabinets or briefcases, or use the Institute equipment and the like, except as authorized in the preceding paragraph.

Smoking is not permitted on Post or at other VMI owned property except in designated areas as indicated by **General Order 45**. Tobacco use in VMI-owned or leased buildings, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on state-owned property by contractors or vendors is prohibited. Tobacco use in VMI provided vehicles is prohibited. Outside smoking or tobacco use will not be permitted within 50 feet of building entrances or exits. Smoking will not be permitted in outside areas identified as hazardous areas.

Agreed to by:



Charlie Newman

Harrisonburg Construction Co.

11/30/2023

SIGNATURE

PRINTED NAME

COMPANY

DATE



ADDENDUM 1 V211-24-030

314 Smith Hall
Phone: 540-464-7357

Lexington, VA 24450
Fax: 540-464-7682

Project: *On-Demand Construction Contract*

Date/Time: *11:28 AM, 11/24/23*

To: *Prospective Bidders*

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Bid Documents.

Response to Questions:

1. **Section VIII, Paragraph B,3, page 14: Small, Woman-Owned and Minority-owned business (SWaM). This section does not appear to ask for any information. Is anything required to be submitted for this section?**
 - This section provides an overview of the SWaM requirement and identifies that the solicitation is a set-aside for certified vendors. Attachment E, page 36 is included for vendors to provide their SWaM information and should be included in the proposal.
2. **Does the form referenced in Section "N", page 26, need to be turned in with this proposal?**
 - This section identifies the information that should be included on the outside of the proposal package. Page 26 does not need to be completed and returned.

Submitted by:

LTC Lynn W. Carmack
Assistant Director of Procurement Services
540-464-7223
carmacklw@vmi.edu

11/30/2023