



NOVEMBER 16, 2023

# ON-DEMAND TRADES POOL

Prepared for

Virginia Military Institute  
Project# V211-24-023

Presented to

LTC Lynn W. Carmack

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





---

## Cover Letter

Dear LTC Lynn W. Carmack;

**Nielsen Builders is pleased to present our RFP for the On-Demand Trades Pool Construction Project.**

Nielsen Builders, Inc. appreciates the opportunity to present our response to pre-qualify for the On-Demand Trades Pool construction project. As you review our qualifications, please consider several strengths that we believe present the Nielsen team as your preferred provider of construction services.

For several years, Nielsen has provided VMI with exceptional quality, expedited scheduling and astute project management, balanced with an understanding and sensitivity to the diverse needs of the On-Demand Trades Pool projects. Nielsen will serve as your partner to get the maximum benefit from every dollar invested in your facility. In the past few years, Nielsen has successfully completed similar projects in the Valley and Piedmont regions of Virginia and has experienced no litigation since the company was founded over 115 years ago.

We have assembled our project team based upon their professionalism, proven record of successful partnering relationships, and commitment to exceed expectations on every project. Nielsen will provide a group of professionals who will focus on VMI's needs and provide their knowledge to develop the best combination of schedule, cost and quality for this exciting project.

We appreciate the opportunity to respond to this request and to be considered for selection as a member of your team in the development of another successful venture for Virginia Military Institute.

Sincerely,

A handwritten signature in blue ink that reads "Dan Hylton".

Dan Hylton

President, Nielsen Builders, Inc.

Virginia Military Institute  
Lexington, Virginia 24450-0304

REQUEST FOR QUALIFICATIONS

RFP# V211-24-023

Issue Date: 16 October 2023

Title: On-Demand Trades Pool for Renovation and Repair Services  
SET-ASIDE FOR SBSO Certified SWaM VENDORS ONLY -- Limited to Area 103

Questions Due: 8 November 2023 at 2:00 PM EST

Due Date: 17 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 renewals. VMI will also solicit for new vendors to add to the contract annually during an open enrollment period.

Proposals should be mailed or hand-delivered directly to the Issuing Agency shown above.

IDENTIFICATION OF BID ENVELOPE: The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section XII, paragraph H. 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.

PRE-PROPOSAL CONFERENCE- No pre-proposal conference will be held for this solicitation.

All Inquiries for Information Should Be Directed To: LTC Lynn W. Carmack, VMI Procurement Services at [carmacklw@vmi.edu](mailto: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 Qualifications 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:	Date: <u>November 16, 2023</u>
<u>Nielsen Builders, Inc.</u>	By: <u></u>
<u>3588 Early Rd.</u>	(Signature in Ink)
<u>Harrisonburg, VA</u> Zip Code: <u>22801</u>	Name: <u>Dan Hylton</u>
	(Please Print)
	Title: <u>President</u>
EVA Vendor ID or DUNS number <u>E2599</u>	Phone: ( ) <u>540-434-7376</u>
E-mail: <u>dhylton@nielsen-inc.com</u>	Fax: ( ) <u>540-432-6134</u>

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.

## Table of Contents

Qualifications & Experience	→	04
<hr/>		
Methodology	→	07
<hr/>		
SWaM	→	10
<hr/>		
References	→	12
<hr/>		
Financial Stability	→	14
<hr/>		
Geographic Location	→	16
<hr/>		
Attachments	→	18
<hr/>		

## 1. Qualifications & Experience





## 1. Qualifications & Experience

A.

Provide an organizational chart indicating which individuals or positions would have knowledge of an agreement with the Institute, and the degree to which each person would be responsible to an Institute account, including names of project managers and construction superintendents. Include proof of required trade certifications.

Below details our team and responsibilities to Virginia Military Institute (VMI) projects deriving from VMI's Request For Proposal, Project Number V211-24-023.



From left to right: Thomas Moomaw-Chief Operations Officer, Bill Hieber-Project Superintendent, Don Froehlic-Project Manager. Bill and Don are responsible for day to day coordination and self-performed work. Thomas will provide oversight of company operations and determine if/when additional personnel is needed to complete project(s).



## 1. Qualifications & Experience

**B.**

**Describe the offerors general experience in providing construction of the nature the Institute seeks.**

With over 115 years of experience and a strategic team of dedicated workers, Nielsen has the capacity and ability to complete any project requested by the Institute. Over time, we have completed projects within the specified price range; such projects have been: restroom renovations, storefront remodels, office/classroom renovations and even door & hardware upgrades and installation. Experience is important, and we have a proven resume to support that notion.

**C.**

**Provide a list of all the offeror's clients comparable to the Institute's indicating length of contract and the nature of each project. The Institute may contact and/or visit any of these clients.**

See Attachment D.

**D.**

**Provide a list of all clients lost within the last three years which includes: a) a contact name and telephone number, b) length of contract and c) reason for the loss.**

Within the last three years, Nielsen has not lost any clients indefinitely. We remain in good standing with our past and current clients.



## 2. Methodology





## 2. Methodology

### A.

**Provide a complete and detailed Description of the offeror's methodology and plan for providing the services described herein.**

Nielsen Builders has an extensive history of working on post at VMI. Our team members are familiar with the various protocols as well as the existing buildings and infrastructure. Our familiarity will allow us to perform work more efficiently.

Our team is under the executive leadership of Thomas Moomaw, Project Manager Don Froehlic, and Superintendent Bill Hieber who, collectively, have been working with VMI over the past several years. With more than a decade worth of experience, Nielsen understands how to best serve VMI with any project that is announced. Additionally, all of our team members are within an hour drive to VMI, enhancing our ability to respond rapidly to on demand calls.

During the project, we have many focus points that we emphasize to ensure continuous progress and safety. Prior to starting a project, we create a schedule that details objectives and expectations, all personnel are briefed to create synergy toward meeting the goal. Each team member will have varying tasks, but ultimately, they all lead towards the successful completion of the project.

### B.

**Describe the offerors Commitment to the institute in terms of resources, personnel, investment, etc.**

Nielsen's commitment to every project is always 100%. From the time we start, until the time we finish, we make sure our team members are dedicated to seeing the success of that project. Our resources, personnel, and investment all combine together to make for efficient progression. We take pride in providing our clients with the ultimate satisfaction, so once resources, personnel, and investments are assigned to a project, they stay until completion of said project. We understand that your project is valuable to you, therefore it is valuable to us.



## 2. Methodology

C.

**Provide a list of the subcontractors the offeror would use to provide subcontracting.**

Earthwork/Site Utilities: Randy Hostetter Excavation

Asbestos Abatement: Semco Asbestos

Interior Architectural Woodwork/Cabinets: Legacy Cabinets & Millwork

Roofing: Don Largent Roofing

Painting: Clint Curry Painting

Plumbing: A-Able Plumbing

Sprinkler Systems: ABC Fire Inc.

Electric: Design Electric, Varney Inc.

HVAC: Riddleberger Bros, Inc., Air Quality Systems, Inc.

Flooring: Blacks Paint & Wallcovering, McDaniel Contractor Services

*\*\*Above states reliable subcontractors that we will consider for given trades; not all trades listed.*

D.

**Provide representation that the prices, terms, warranties and benefits specified in the proposal are comparable to or better than the equivalent terms being offered by the offeror to any present customer.**

Nielsen Builders has served VMI on several projects within the On-Demand Trades Pool. We have been successful in being awarded projects of this nature and have a good track record of participating when VMI issues a request. The proposals submitted to VMI are priced and managed in the same manner as other Nielsen clients.

E.

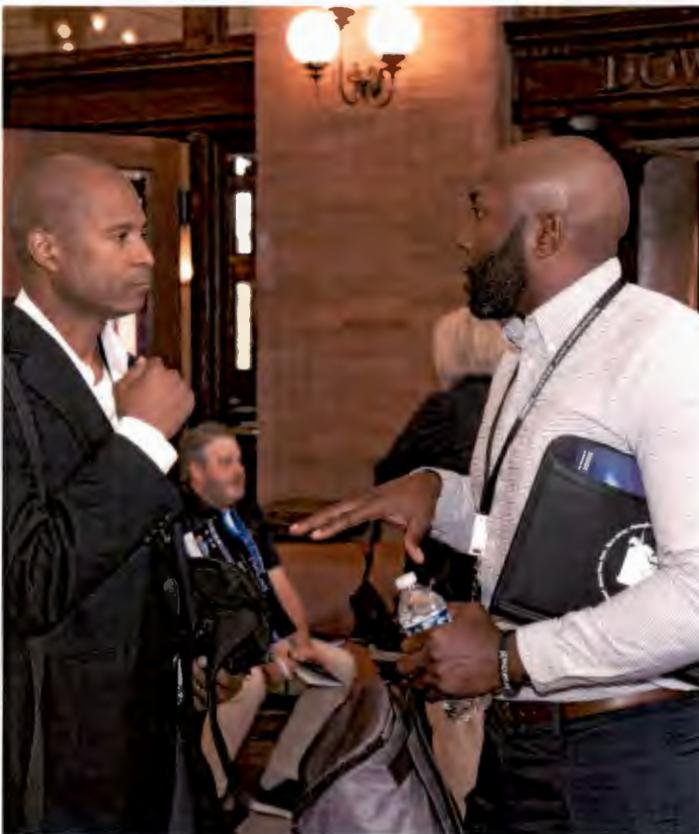
**Comment on your willingness to furnish Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds for some projects when requested by the Institute.**

We are completely willing to furnish Commonwealth of Virginia Standard Performance and Labor and Material Payment Bonds for some projects when requested by the Institute. As with other projects that we do/have done, that request is very familiar.

## 3. SWaM



This solicitation is SET-ASIDE for certified Small, Woman-owned, and/or Minority-owned businesses. Only those businesses certified by the Virginia Department of Small Business and Supplier Diversity are eligible to respond to this solicitation.



All Nielsen Projects achieve 100% SWaM participation due to our classification as a small business. Additionally, we strive to include and diversify our spend with other SWaM firms on all construction projects.

### 100%

---

Nielsen Builders is a certified “small” firm through the Department of Small Business and Supplier Diversity.

### PROVEN TRACK RECORD

---

We regularly exceed the goals set for projects with state organizations and institutions within VASCUPP.

### NETWORKING OPPORTUNITIES

---

We are proactive in engaging subcontractors and identifying new partners to work with

## 4. References





See attachment D.

1908



\_\_\_\_\_

Nielsen was founded

500+



\_\_\_\_\_

Higher Education Projects

80



\_\_\_\_\_

Employees

3



\_\_\_\_\_

Regular VASCUPP Clients

## 5. Financial Stability





November 6, 2023

Virginia Military Institute  
Procurement Services  
330 Parade Avenue  
Smith Hall, Room 314  
Lexington, Virginia 24450

RE: Nielsen Builders, Inc., 3588 Early Road, Harrisonburg, Virginia 22801  
On-Demand Trades Pool for Renovation and Repair Services – RFP# V211-24-023

To Whom It May Concern:

We are privileged to be the Surety Agent for Nielsen Builders, Inc. and consider this Company to be one of our most valued clients. Their bond needs are handled by Travelers Casualty and Surety Company of America (Travelers) which is one of the leading bond companies in the country. Travelers has an A.M. Best Rating of "A++ (Superior)" financial size category XV (\$2 Billion or greater) and is listed as an approved surety company in the Circular 570.

The management team of Nielsen Builders, Inc. demonstrates excellence and added value to the projects they undertake. Nielsen Builders, Inc.'s construction and construction management performance is of a magnitude and quality that cast them in a significant and unique role in the construction marketplace. They have earned the respect of their Surety Company, owners, architects, and engineers through the years. Without question, we can recommend this company to you, and we think that you will quickly see the high degree of professionalism and expertise they offer.

Nielsen Builders, Inc. has the financial capacity to bond single projects in the \$125,000,000.00 range with an aggregate capacity of \$200,000,000.00. These are parameters not limits. We have complete confidence in this company and its management, as they are financially responsible and businesslike in their operation.

Should Nielsen Builders, Inc. be awarded a contract for a project, then naturally, we would expect that the execution of any final bonds would be subject to a review of the final contract terms, conditions and financing by our client and Travelers. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

Sincerely,

A handwritten signature in blue ink that reads "Laurie Daugherty".

Laurie Daugherty  
Surety Account Manager

2200 Old Brick Rd, Suite A | Glen Allen, VA 23060

McGriff Insurance Services, LLC.

**NIELSEN BUILDERS, INC.**  
**VMI ON-DEMAND TRADES POOL**  
**PAGE 15**

## 6. Geographic Location



Provide information regarding the locations of company offices relative to this proposal.



Nielsen operates out of one main office location, which is in Harrisonburg, Virginia. The physical address to our main office is 3588 Early Road, Harrisonburg, Virginia, 22801. Our location is within an hour of VMI and interstate access is extremely close; our team can travel back and forth from site to office/yard should they need anything and not delay the project. Convenience is key, and we offer that with our location.

## 7. Attachments



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: Nielsen Builders, Inc.

ADDRESS: 3588 Early Rd.

CITY/STATE: Harrisonburg, VA 22801

TELEPHONE NUMBER: (540) 434-7376

FEDERAL ID NUMBER(FIN): 54-0540965

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

- SMALL BUSINESS ( ) INDIVIDUAL BUSINESS
- ( ) WOMAN-OWNED BUSINESS ( ) SOLE PROPRIETORSHIP
- ( ) MINORITY-OWNED BUSINESS ( ) PARTNERSHIP
- ( ) SHELTERED WORKSHOP ( ) 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:



November 16, 2023

SIGNATURE OF OFFEROR

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. 115 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
James Madison University 181 Patterson St. Harrisonburg, VA 22807 Gary Shears (540) 568-2850	15 years	\$2,000,000
Virginia Military Institute 305 Freeland House Lexington, VA 24450 Aaron Groah (540) 464-7021	10 years	\$30,000
University of Virginia (Medical) 1571 Pratt Dr. Charlottesville, VA 22904 Berhan Aljiji (434) 982-4611	10 years	\$250,000
University of Virginia (Academic) 1450 Leake Dr. Charlottesville, VA 22904 George Cullen (434) 982-4620	4 months	Recently Awarded
Sentara RMH 2010 Health Campus Dr. Harrisonburg, VA 22807 Rob Lynch (434) 981-3327	5 years	\$800,000

**LOST ACCOUNTS:**

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

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: Virginia Military Institute

ADDRESS: 305 Freeland House Lexington, VA 24450

CONTACT Aaron Groah (540) 464-7021  
PERSON/PHONE#:

APPROXIMATE DOLLAR VOLUME PER YEAR: \$30,000

PROJECTS/DATES/DESCRIPTION: Laundry Room Cabinets: Dispose of cabinetry and install new appliances;  
Glass House: Demolish and restore grade;

Post Security: low bid for post security project but (No Award);

CLIENT: James Madison University

ADDRESS: 181 Patterson St. Harrisonburg, VA 22807

CONTACT Gary Shears (540) 568-2850  
PERSON/PHONE#:

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

PROJECTS/DATES/DESCRIPTION: AUBC Locker Room: create extra locker room in new arena;  
Parking Deck Fencing: added fencing for various parking decks for safety purposes;

Varner House: Replace Windows; Godwin Hall Offices: Individual Office Renovations;

CLIENT: University of Virginia (Medical)

ADDRESS: 1571 Pratt Dr. Charlottesville, VA 22904

CONTACT Berhan Aljiji (434) 982-4611  
PERSON/PHONE#:

APPROXIMATE DOLLAR VOLUME PER YEAR: \$250,000

PROJECTS/DATES/DESCRIPTION: UVA CSS: ICRA Wall;  
UVA Switchgear: replacement of hospital switchgear;

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 SBSB-certified women- and minority-owned businesses when they have received SBSB 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 (SBSB) by the due date of the solicitation to participate in the SWaM program. Certification applications are available online at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

Offeror Name: Nielsen Builders, Inc

Preparer Name: Stephen D. Howard Date: 11/16/2023

Instructions

A. Businesses certified by the Department of Small Business and Supplier Diversity (SBSB) 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: 653299 Certification Date: 1/15/2019  
Expiration Date: 1/15/2024

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.

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:

	SIGNATURE
_____ Dan Hylton	PRINTED NAME
_____ Nielsen Builders, Inc	COMPANY
_____ 11/16/2023	DATE

TRADE CONSIDERATION

Contractor Pool for Non-Capital Construction, Renovation and Repair Services for projects valued at less than \$50k

Check all trades for which your firm is proposing:

TRADE:	CHECK ALL THAT APPLY FOR CONSIDERATION
General Construction	✓
Asbestos Remediation	
Asphalt Repair	
Casework/Millwork	✓
Concrete Work	✓
Demolition	
Disaster Recovery	
Dry Wall Installation/Finishing	
Electrical	
Elevator Inspections	
Excavation/Grading	
Exterior Waterproofing	
Fencing	
Fire System Services	
Flooring Installation/Refinishing	
Guttering	
HVAC	
Insulation services	
Masonry	
Mechanical	
Metal Fabrication	
Mold Remediation	
Painting	
Plumbing	
Roofing	
Solar Panel Services	
Tile and Grout Work	
Water Mitigation	
Welding	
Window & Door Repair/Replacement	✓
OTHER: (Describe)	