

**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION SERVICES
(LEASE-LEASEBACK)
RFQ #1718-194**

for Johnson Student Center at Santa Ana College



Response must be received no later than

March 19, 2018 at 3:00 PM

LATE RESPONSES WILL NOT BE CONSIDERED

Submit Response To: RSCCD Facility Planning, District Construction and Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
**Attention: Carri M. Matsumoto,
Assistant Vice Chancellor**

Questions or Clarifications: All questions must be submitted in writing, via email to: FacilitiesRFP@rsccd.edu

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION SERVICES (LEASE-LEASEBACK)

The Rancho Santiago Community College District (“**District**”) is requesting submission of:

1. A prequalification questionnaire (“**Prequalification Questionnaire(s)**”), and
2. A statement of qualifications (“**SOQ(s)**”)

(together, “**Response(s)**”), from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Contractor(s)**” or “**Firm(s)**”) to perform construction services for a project pursuant to a lease-leaseback structure. (Education Code section 81335.)

Contractor Pool.

- This request is not a formal request for bids or an offer by the District to contract with any Contractor responding to this Request for Qualifications (“**RFQ**”). The District will use a two-phase selection process for the selection of a Contractor for the Project as identified in Attachment 1 to this RFQ. This RFQ represents the first stage in the selection process. The District intends to create a pool of qualified Contractors from which the District intends to request proposals for the project as identified in **Attachment 1** to this RFQ (“**Project**”).
- The Project will be constructed in two phases, as indicated in **Attachment 1**. Phase No. 1 consists generally of demolition and site work. Phase No. 2 consists generally of the construction of the buildings and appurtenant facilities. Although the District intends to select one Contractor to complete the entire Project, the District reserves the right to award separate contracts to that one Contractor for each phase, to award one contract for all phases, or to select different Contractor(s) for subsequent phase.

Summary of District’s Intended Selection Process.

1. District advertises and issues this RFQ to select a pool of prequalified and qualified contractors for the Project.
2. District creates a pool of prequalified and qualified contractors.
3. District advertises and invites mechanical, electrical and plumbing (“MEP”) subcontractors to prequalify.
4. District creates the list of prequalified MEP subcontractors.
5. District issues a request for proposals to the pool of contractors to perform the Project.
6. District and the Contractor select subcontractors, establish pricing for Phase No. 1, and the Board selects a Contractor to perform the Project, starting with Phase No. 1 of the Project.
7. Contractor performs Phase No. 1 of the Project.
8. District advertises and invites further MEP subcontractors and other subcontractors to prequalify to bid to the selected Contractor for Phase No. 2 of the Project.
9. District and the Contractor select subcontractors, establish pricing for Phase No. 2, and the Board approves the Contractor to perform Phase No. 2 of the Project.

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Contractors that were prequalified and qualified for the Santa Ana College Science Center Project (RFQ #1617-168) are prequalified and qualified for this Project. Those Contractors are only required to submit the “Letter of Interest” as indicated herein. In addition, subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

License. Contractors that submit a Response must hold a Class B Contractors License, which is current, valid, and in good standing with the California Contractor's State License Board.

Responses. Interested Contractors must submit a Response – both a **Prequalification Questionnaire and an SOQ** – by the date indicated in the RFQ Schedule, with **one (1) original and three (3) copies** of requested materials as well as one (1) electronic copy, in PDF format with bookmarks on a thumb drive. Respondents shall submit one (1) hard

copy of the Firm’s financial statement; electronic copy is not required.

Questions. Questions regarding this RFQ must be in writing and directed only to FacilitiesRFP@rsccd.edu by the date indicated in the RFQ Schedule. Contractors are directed to not contact any other person regarding this RFQ.

RFQ Schedule. The District has set the following RFQ Schedule that all Contractors must adhere to. Late responses will not be considered. The District reserves the right to modify this RFQ Schedule and will issue an addendum if it modifies this RFQ Schedule.

Event / Occurrence	Date / Deadline
District Issues RFQ	January 23, 2018
Deadline for Contractors to submit questions regarding this RFQ	February 9, 2018
District to respond to Contractors’ questions regarding this RFQ	February 27, 2018
Deadline for Contractors to submit Prequalification Questionnaire and SOQ	3:00 PM, March 19, 2018
District to interview Contractors, if done	March 27, March 29, or April 3, 2018
District to begin contacting references of some Contractors, if done	March 28, 2018

Prevailing Wage. This Project is a public works project. The selected contractor and all subcontractors (of any tier) must pay prevailing wages and must be currently registered and qualified to perform public work in accordance with Labor Code section 1725.5.

OCIP. This Project is insured under the District’s Owner Controlled Insurance Program (“OCIP”). Additional information can be provided upon request.

CSWPA. This Project is subject to the District’s Community and Student Workforce Project Agreement (“CSWPA”). Additional information can be provided upon request.

RFQ Addenda. If the District issues addenda to this RFQ, Contractors are solely responsible for and must acknowledge receipt of addenda in the Contractor’s SOQ. Failure to acknowledge and respond to any addenda issued by the District may, in the District’s sole discretion, render the Contractor’s SOQ to be deemed non-responsive and may be rejected.

District’s Appeal Process. A Contractor may appeal the District’s prequalification, qualification, or “best value” determination, but only if it follows this process. Failure of a Contractor to timely follow all appeal steps in this process shall be a waiver of the Contractor’s right to appeal the District’s determination.

1. The Contractor shall submit, in writing, within two (2) business days after receipt of notice of the District’s determination, a written request for a response from the District to explain the District’s determination.
2. Within two (2) business days from receipt of the District’s response to the Contractor’s request, Contractors may request in writing a meeting, which will be restricted to no more than two (2) persons from the Firm to have a discussion with District staff regarding that Contractor’s Response. All meetings will take place via a conference call or an in-person meeting, at the District’s sole discretion. Firms may submit with the request any and all information that it believes supports a finding that District’s determination should be changed.
3. If the Contractor continues to contest the District’s determination after that meeting with District staff, then, in order for a Contractor to preserve its right to challenge the District’s determination, the Contractor must address the Board of Trustees pursuant to the Board of Trustees’ procedures for public comment, at the next public noticed meeting of the Board of Trustees after the Contractor’s meeting with District staff.

Thank you for your interest in working with the Rancho Santiago Community College District.

1. **General Information.**

- 1.1. **General Services.** The District invites qualified Contractors to submit a Response related to its ability to provide the Services, as more fully indicated herein. Contractors must have extensive experience with the International Building Code (“IBC”), California Building Standards Code (California Code of Regulations, Title 24), Americans with Disabilities Act, and the Division of the State Architect (“DSA”). Contractors must have extensive experience in the construction of public community college and/or school facilities, working with California public community college and/or school district representatives, working with architects, contractors and other facility related consultants, and bidding procedures under both the Public Contract Code’s formal bidding process and under alternative construction delivery methods.
- 1.2. **Lease-Leaseback Structure.** The Project may be funded from various sources, and any agreement reached will conform to the statutory framework for the lease-leaseback delivery method. (Education Code section 81335.) **The Contractor will be responsible for financing a portion of the construction of the Project.** During construction, the District shall pay tenant improvement payments. Once the Project is complete, the Contractor shall lease the facilities constructed back to the District for a pre-determined monthly lease payment amount and lease period.
- 1.3. **Scope of Services.** The selected Contractor for the Project must be willing and able to, in good faith, propose to construct the Project listed in **Attachment 1 (“Services”)**, including the subcontractor procurement process that all Contractors are required to follow which will be detailed in subsequent request(s) for proposals. Those processes(s) shall comply with the District’s subcontractor procurement process as indicated in **Attachment 4 (“Subcontractor Procurement Process”)**.
- 1.4. **Gift Ban.** The Board of Trustees adopted Board Policy 3821 Gift Ban Policy. Contractors shall adhere to Board Policy 3821 as there are strict prohibitions outlined in the policy. For further reference and information please read BP 3821 located on the RSCCD website at <http://www.rscdd.edu/Trustees/Pages/BP-3821.aspx>.

2. **Prequalification.**

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Contractors that were prequalified and qualified for the Santa Ana College Science Center Project (RFQ #1617-168) are prequalified and qualified for this Project. Those Contractors are only required to submit the “Letter of Interest” as indicated herein. In addition, subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

- 2.1. **Contractor Prequalification.** Contractors must complete and submit a Prequalification Questionnaire by the date indicated in this RFQ. The Prequalification Questionnaire is related to a contractor’s ability to provide the Services as indicated herein and must be maintained for the duration of the time frame for the Project identified in this RFQ. (Public Contract Code section 20651.5.) The District’s Prequalification Questionnaire is attached hereto as **Attachment 2 (“Prequalification Questionnaire”)**. All Contractors must complete and submit the Prequalification Questionnaire attached to this RFQ; other district’s prequalification documents/applications are not acceptable for this Project.
- 2.2. **Subcontractor Prequalification.** Some or all of the subcontractors that will be utilized on the Project must also be prequalified, but that subcontractor prequalification process will not be part of this RFQ step. The District will implement the subcontractor prequalification process in subsequent request(s) for proposals. The dollar limit for which each subcontractor is prequalified

may be specified by the District.

3. **Contractors' SOQs.** Contractors' SOQs must be concise, well-organized, and consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. The Contractors' SOQ shall **be no longer than fifty (50) single sided pages, on 8½" x 11" paper**, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below. Each Contractor's SOQ must demonstrate Contractor's qualifications, and shall include the following items and information:

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Contractors that were prequalified and qualified for the Santa Ana College Science Center Project (RFQ #1617-168) are prequalified and qualified for this Project. Those Contractors are only required to submit the "Letter of Interest" as indicated herein. In addition, subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

- 3.1. **Table of Contents.** A table of contents of the material contained in the SOQ according to the structure reflected below and the corresponding page number for each subject matter.
- 3.2. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Contractor, address, telephone, emails, and the name, title, and signature of the person authorized to submit the SOQ on behalf of the Contractor. The Letter of Interest should provide a brief statement of the Contractor's experience indicating the unique background and qualities of the Contractor, its personnel, and what will make the Contractor a good fit for work in the District.
- 3.3. **Executive Summary.** The executive summary must include the following:
- 3.3.1. Contractor's history, and, if a joint venture, of each participating entity;
 - 3.3.2. A brief summary of the Contractor's qualifications; and
 - 3.3.3. An outline of Contractor's construction philosophy.
- 3.4. **Contractor's Experience with Lease-Leaseback.** Describe the Contractor's experience performing projects pursuant to a lease-leaseback structure. In addition, for all projects that you identify in "Contractor Project References" on the **Prequalification Questionnaire** attached hereto as **Attachment 2**, indicate all of those that were performed pursuant to a lease-leaseback structure.
- 3.5. **Proposed Personnel/Contractor Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate each person's availability to provide the Services.
- 3.6. **Contractor's Financial Stability.** Provide a brief explanation of the Contractor's financial stability to manage a two-year construction project.
- 3.7. **Community Student Workforce Project Agreement (CSWPA) and Local Community / Student Outreach.** Describe the Contractor's involvement on previous projects on which a project labor agreement, project stabilization agreement, community workforce agreement, or similar arrangement was in place. Provide a plan for implementing local outreach, student outreach, including local trade contractors, veterans, and apprenticeship involvement.
- 3.8. **Budget.** Discuss the Contractor's ability to manage costs and stay within budgets on comparable projects.

- 3.9. Schedule.** Discuss the Contractor’s ability to prepare and meet achievable construction schedules for lease-leaseback projects, Contractor’s schedule management procedures, and how the Contractor has successfully handled potential delays.
- 3.10. Safety.** Discuss the Contractor’s safety program, the content and frequency of its safety meetings, the basis for its current EMR number, its Injury and Illness Prevention Program and who the Contractor’s safety officer would be and his/her qualifications for that position.
- 3.11. Environmental.** Describe the Contractor’s experience and ability to ensure that it can perform its construction activities in an environmentally responsible manner. Also, describe the Contractor’s experience in constructing LEED certified buildings.
- 3.12. Letters of Reference.** Include letters of reference or testimonials, if available. Contractor should limit letters of references or testimonials to no more than ten (10).
- 3.13. Additional Data.** Provide additional information about the Contractor as it may relate to Contractor’s SOQ.
- 3.14. Compensation.** The District is not asking in this RFQ that Contractors provide a specific proposal for the Project or for a final price to construct the Project. At this time, Contractors must provide the following information only, which shall be the maximum amount that the selected Contractor will be permitted to charge for the Project:

Item	Amount
Staffing that would be part of General Conditions	
Project Executive (hourly rate)	\$ _____
Project Manager (hourly rate)	\$ _____
Project Superintendent (hourly rate)	\$ _____
Project Engineer (hourly rate)	\$ _____
Safety Officer (hourly rate)	\$ _____
Estimator (hourly rate)	\$ _____
Scheduler (hourly rate)	\$ _____
Contractor’s field overhead on self-performed work (as a percentage of direct costs)	_____ %
Contractor’s home office overhead	_____ %
Contractor’s overhead on subcontractor work	_____ %
Fee / profit (as a percentage of direct costs)	_____ %
Bond & insurance cost (as a percentage of direct costs)	_____ %

Other costs (identify in sufficient detail for evaluation, either as a lump sum or a percentage of direct costs)	\$ ____ or ____%
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4. **District’s Evaluation / Qualified Contractor’s Selection Process.** The District shall evaluate Firms’ Responses based on Firm’s demonstration that it meets the minimum criteria specified in this RFQ’s **Evaluation Criteria for Qualification**. The District wishes to retain Contractors that have the experience, financial strength, management and expertise to deliver the Project within a proposed schedule and within an established budget. The District reserves the right to choose any Contractor for the Project. The Contractor will be selected to be in the pool based on qualifications and demonstrated competence that include relevant experience with California public community college and/or school district construction, with State of California’s School Facilities Program, and a proven track record for cost-efficient and timely construction projects. In its sole discretion, the District may hold interviews, ask written questions of the Contractors, seek written clarifications, conduct reference checks, conduct discussions on the SOQs and solicit updated SOQs during the evaluation and short-listing process.

4.1. **Scoring.** The following table indicates how the District will score steps 1 – 4. The scoring and criteria for all steps are included in **Attachment 3** to this RFQ. Only Firms that receive the minimum qualification points as required at each step will move to the next step.

STEP 1: Scoring of Prequalification Questionnaire	Minimum points required in STEP 1 for Firms to proceed to STEP 2: <u>40</u> Total combined maximum possible points at the end of STEP 2 is <u>56</u> . The District will only score SOQs of Firms that have the required minimum score after STEP 1.
STEP 2: Scoring of SOQ	Minimum points required in STEP 2 for Firms to proceed to STEP 3: <u>235</u> Total combined maximum possible points at the end of STEP 2 is <u>310</u> . The District will only contact references of Firms that have the required minimum score after STEP 2.
STEP 3: Scoring of Interviews	The District, at its discretion, may elect to forego conducting interviews. If the District conducts interviews, then the following shall apply: Minimum points required in STEP 3 to proceed to STEP 4: <u>60</u> Total maximum possible points from interview is <u>110</u> .
STEP 4: Scoring of Reference Checks	The District, at its discretion, may elect to forego conducting reference checks. If the District conducts reference checks, then the following shall apply: Minimum points required in STEP 4 for Firms to be placed in pool of firms from which proposals on the Project will be solicited: <u>80</u> Total combined maximum possible points at from reference checks is <u>120</u>

BEST VALUE DETERMINATION
If the District does not conduct interviews and does not conduct reference checks, the District shall determine the Best Value by the points from STEP 2.
If the District conducts interviews, but does not conduct reference checks, the District shall determine the Best Value by the points from STEP 3.
If the District conducts interviews and conducts reference checks, the District shall

determine the Best Value by adding the points from STEP 3 and STEP 4 for the Firms that made it to STEP 4.

- 4.2. Notification.** The District will notify Firms of their status upon completion of the process via a written letter from the District.
- 4.3.** During the evaluation of the Responses, contact shall only be through the process identified in the RFQ. Firms shall neither contact nor lobby evaluators during the evaluation process. Attempts by a Firm to contact and/or influence the District may result in disqualification of that Firm.
- 4.4.** In connection with this procurement, the District reserves to itself all rights (which rights shall be exercisable by District in its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:
- 4.4.1. The right to contract with any Contractor responding to this RFQ, to reject any Response as non-responsive, and not to contract with any Contractor for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any Response.
 - 4.4.2. The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of any Response, including the right to seek clarifications from Contractors.
 - 4.4.3. The right to use assistance of technical and legal experts and consultants in the evaluation process.
 - 4.4.4. The right to waive deficiencies, informalities and irregularities in any Response, accept and review a non-conforming Response or seek clarifications or supplements to any Response.
 - 4.4.5. The right to adjust the structure of the Project.
- 4.5.** All Responses will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in a Response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Contractor that indiscriminately identifies all or most of its Response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a Response marked "Confidential," "Proprietary," or "Trade Secret," the Contractor agrees, by submission of its Response, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Attachment 1

PROJECT DESCRIPTION, ANTICIPATED SCHEDULE, AND ANTICIPATED CONSTRUCTION (HARD COST) BUDGETS

A. PROJECT DESCRIPTION

The Project is the demolition and construction of a new student center at the Santa Ana College Campus, located at 1530 West 17th Street, Santa Ana, CA 92706.

This Project includes two phases: 1) the demolition of an existing two-story concrete building; and 2) the construction of a new 62,424 gross square foot, two-story steel framed building with steel buckling-restrained braced frames. The scope for each phase general includes the following:

Phase No. 1: Two bid packages are included within this phase, one with Division of the State Architect (DSA) Approval Increment 1, Application Number 04-116810 (approval pending) and one non-DSA project. The scope generally includes: installation of construction fencing; hazardous material abatement; demolition of existing building, foundation, existing piles and pile caps, site paving; removal of underground utilities; rough grading, over-excavation, placement of engineered fill, re-compaction of soil as site preparation for the new building. All of Increment 1 work is within Phase No. 1.

Phase No. 2: Construction of the new two-story building, site improvements, building utilities, landscaping and irrigation, road improvement; construction of lunch shelter, and a custom fabric structure. All of Increment 2 work is within Phase No. 2. The first floor of the proposed student center houses a campus store, café, student lounge area, student workstations, conference rooms, publication and copy rooms, storage/warehouse rooms, Disabled Students Program and Services (DSPS), and a health center. Additional departments, conference rooms, and storage areas are located on the second floor. All interior and exterior walls will be non-load-bearing and will be framed with metal studs. Exterior wall cladding will consist of curtain walls, storefronts, latch and plaster, combination of metal and other architectural wall panels. The Project also includes outdoor lighting, site utility, site improvements, seating area, landscaping and irrigation. The site area is approximately 102,660 SF.

The Project will be submitted to DSA in two increments.

1. Increment 1 DSA Submittal: Removal of existing deep foundation and site preparation for new building (earthwork, over-excavation, placement of engineered fill and re-compaction of soil)
2. Increment 2 DSA Submittal: New building, site improvements, utilities, landscaping and irrigation, road improvement, lunch shelter, and custom fabric structure

Please use this link to download a copy of the DSA submission drawings and specifications for your information.

These documents are not yet DSA-approved and are subject to change:

<https://www.dropbox.com/sh/ftac5ckpodqc882/AAC37p-FEMJaLl1i3hrSlmP1a?dl=0>

B. ANTICIPATED SCHEDULE

Phase No. 1:

Anticipated Start Date Phase No. 1: October 2018

Anticipated Completion Date Phase No. 1: March 2019

Phase No. 2:

Anticipated Start Date Phase No. 2: May 2019

Anticipated Completion Date Phase No. 2: April 2021

C. ESTIMATED CONSTRUCTION COST

Phase No. 1: \$1.8 million	Phase No. 2: \$30 million
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Attachment 2

PREQUALIFICATION QUESTIONNAIRE

CONTRACTOR (OR "FIRM") INFORMATION			
Contractor's company name:			
Address:			
Telephone:		Mobile telephone:	
E-mail:			
Years in business under current company name:			
Types of work performed with own forces:			
Gross revenue of the Firm for each of the past three (3) years:			
\$	\$	\$	
Submit an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.			
Number of years this accounting firm has prepared financial statements for the Firm:			
Number of years this accounting firm has prepared tax returns for the Firm:			
Name of license holder exactly as on file with the California State License Board:			
License classification(s):			
License Number(s):			
License expiration date(s):			
Department of Industrial Relations registration number (Per Labor Code section 1725.5):			
Number of years license holder has held the listed license(s):			
Number of years Contractor has done business in California under contractor's license law:			
Number of years Contractor has done business in California under <u>current</u> Contractor's license:			
Has your Firm changed name(s) or license number(s) in the past five (5) years? (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.			
Has there been any change in ownership of the Firm at any time in the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.			
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. (Y / N). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.			
Indicate the form of Contractor's firm (type of business entity):			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation, State: _____ <input type="checkbox"/> Joint Venture		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other: _____	

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

Identify every construction firm, contractor and/or construction management firm that the Contractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address(es) of those bonding company(ies):

Number of years Contractor has been with each bonding company/surety:

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Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Contractor's total current bonding capacity:

CONTRACTOR'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address of those insurance company(ies):

"Best" rating(s) for those insurance company(ies):

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Number of years Contractor has been with those insurance company(ies):

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Name of broker/agent:

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Address of broker/agent:

--	--

Telephone number of broker/agent:

--	--

E-mail of broker/agent:

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Contractor's current insurance limits for the following types of coverage:

Commercial General Liability	Combined Single Limit (aggregate) (\$):	\$
	Combined Single Limit (per occurrence) (\$):	\$
Product Liability & Completed Operations	(aggregate) (\$):	\$
	(per occurrence) (\$):	\$
Automobile Liability – Any Auto	Combined Single Limit (aggregate) (\$):	\$
	Combined Single Limit (per occurrence) (\$):	\$
	Employers' Liability	\$
	Builder's Risk (Course of Construction)	\$

Workers' Compensation Experience Modification Rate for the past five (5) premium years:

(1) Current year:	(2)	(3)
	(4)	(5)

QUESTIONS

Pass/Fail Questions (Essential Criteria)

1.	<p>Has your Firm contracted for and completed construction as a general contractor (including lease-leaseback contractor, design-build contractor, as a construction manager at risk, but not as an agency construction manager) of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) Division of the State Architect-approved construction projects (e.g., public K-12 or public community colleges), • Each with a value of at least \$10,000,000, and • All within the past eight (8) years? (Please circle "YES" or "NO"). <p>NOTE: You must list these projects in the "Pass/Fail Project References" Section.</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
2.	<p>Has your Firm contracted for and completed construction as a general contractor (including lease-leaseback contractor, design-build contractor, but not as a construction manager) of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) California community college, or other university or college (higher education) projects (e.g., private colleges, out-of-state colleges, CSU projects, UC projects, etc.), • Each with a value of at least \$10,000,000, and • All within the past eight (8) years? (Please circle "YES" or "NO"). <p>NOTE: You must list these projects in the "Pass/Fail Project References" Section.</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
3.	<p>Does your Firm currently hold all contractors' license necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
4.	<p>Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
5.	<p>Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
6.	<p>Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime involving:</p> <ul style="list-style-type: none"> (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty <p>to any contracting party within the past ten (10) years? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
7.	<p>Has a performance bond surety for your Firm or for an Associated Firm had to:</p> <ul style="list-style-type: none"> (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, <p>related to construction activities of your Firm or an Associated Firm within the past five (5) years? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>



If you answered:
"NO" to questions 1-3 or
"YES" to questions 4-7, then STOP.
You are not eligible for prequalification at this time.

Scored Questions

1.	<p>Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).</p>	<u>YES</u> <u>NO</u>
2.	<p>Has your Firm paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).</p>	<u>YES</u> <u>NO</u>
3.	<p>Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).</p>	<u>YES</u> <u>NO</u>
4.	<p>Has your Firm's Workers' Compensation Experience Modification Rate exceeded 1.25 at any time for the past five (5) premium years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).</p>	<u>YES</u> <u>NO</u>
5.	<p>Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).</p>	<u>YES</u> <u>NO</u>
6.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).</p>	<u>YES</u> <u>NO</u>
7.	<p>Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.</p>	<u>YES</u> <u>NO</u>
8.	<p>Has a public entity, project owner, general contractor, architect, or construction manager filed claim(s) in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a public entity, project owner, general contractor, architect, or construction manager in the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).</p>	<u>YES</u> <u>NO</u>

9.	<p>Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>	<p><u>YES</u> <u>NO</u></p>
10.	<p>Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.</p>	<p><u>YES</u> <u>NO</u></p>
11.	<p>Does your Firm or an Associated Firm have any pending claims for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations? (Please circle "YES" or "NO").</p> <p>If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s), the date(s) of claim(s) and the status of the claim(s).</p>	<p><u>YES</u> <u>NO</u></p>
12.	<p>Has your Firm been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<p><u>YES</u> <u>NO</u></p>
13.	<p>Has Cal/OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>	<p><u>YES</u> <u>NO</u></p>
14.	<p>Does your Firm require weekly, documented safety meetings to be held for construction employees and field supervisors during the course of a project? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u></p>
15.	<p>Does your Firm intend to utilize BIM and clash detection during the construction phase to coordinate the scopes of work among the trades?</p>	<p><u>YES</u> <u>NO</u></p>
16.	<p>Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any public work project for which you are awarded a contract by the District.</p>	

“PASS/FAIL” PROJECT REFERENCES

List here the projects that satisfy the “Pass/Fail Questions (Essential Criteria)” requirements above. This form **must be utilized** for PASS/FAIL Project References. Note, a California public community college project within the correct timeline and dollar amount may qualify for both Question 1 and Question 2 and Contractor may use such project(s) to fulfill each question.

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 1 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 2 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 3 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 1 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 2 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 3 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

CONTRACTOR PROJECT REFERENCES

List the **THIRTY (30)** most-recently completed projects in which your Firm has participated as a contractor. Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary.

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Contractor: _____

Signature: _____

By: _____ (Print Name)

Title: _____

Attachment 3

DISTRICT’S SCORING OF EVALUATION CRITERIA FOR QUALIFICATION OF CONTRACTORS

STEP 1 – PREQUALIFICATION SCORING

1. **Confirm Firm has passing answers for the “Pass/Fail Questions.”**
2. **Confirm Firm has submitted the required financial statements.** If not, notify Firm in writing that its SOQ is non-responsive for failing to include the required financial statements.
3. **Score the “Evaluated Questions.”**

Topic/Question	Scoring & Max. Poss. Score	Score
1. Liquidated Damages	No = 8 points; Yes = 0 points	8
2. Surety Premium	No = 2 points; Yes = 0 points	2
3. Insurer Pay	No = 2 points; Yes = 0 points	2
4. EMR	No = 2 points; Yes = 0 points	2
5. Workers’ Comp.	No = 2 points; Yes = 0 points	2
6. Bankruptcy	No = 8 points; Yes = 0 points	8
7. Denied Bond	No = 8 points; Yes = 0 points	8
8. Filed Claims	No = 8 points; Yes = 0 points	8
9. Penalties, incl. labor	No = 2 points; Yes = 0 points	2
10. Back Wages or Penalties	No = 2 points; Yes = 0 points	2
11. Pending Claims, incl. labor	No = 2 points; Yes = 0 points	2
12. EPA Citations	No = 2 points; Yes = 0 points	2
13. OSHA Citations	No = 2 points; Yes = 0 points	2
14. Safety Meetings	Yes = 2 points; No = 0 points	2
15. BIM Coordination	Yes = 2 points; No = 0 points	2
16. Apprenticeship Program	Listed = 2 points; None listed = 0 points	2
Total Score		56

STEP 2 – SOQ SCORING

The following scoring will be used in evaluating the Firm’s SOQ responses to the following criteria, which will be determined by reviewing all portions of the SOQ, including the “Content of SOQs” section of the RFQ.

Item	Description	Maximum Qualification Points	Firm’s Qualification Points
1. Compensation	Firm’s Compensation information provided is competitive and within the District’s past experience for compensation for similar construction projects.	70	
2. LLB Projects	Firm demonstrates past experience and expertise with LLB process.	50	
3. Personnel	Firm’s team members, especially team leaders, demonstrate applicable experience and expertise to perform Services.	40	
4. Financial Stability	Firm demonstrates financial stability for the Project.	40	
5. CSWPA / Local Community / Student Outreach	Firm demonstrates involvement in community and efforts at community, student, and veteran outreach. Past experience with project labor agreements, workforce agreements, etc.	30	
6. Budget	Firm demonstrates past experience and expertise to manage costs and stay within budgets on recent projects.	30	
7. Schedule	Firm demonstrates ability on construction projects to prepare and meet achievable construction schedules schedule management procedures, and successful handling of potential delays.	30	
8. Safety	Firm demonstrates a strong commitment to project safety and indicates a history of safe worksites.	10	
9. Environmental	Firm indicates its past experience performing in an environmentally responsible manner.	5	
10. Additional Information	Strength of additional information provided by Firm.	5	
Total Score		310	

STEP 3 – INTERVIEW SCORING

Firms meeting or exceeding the minimum total qualification points through the previous step will be invited to interview with the District. The subject matter for the interview will be at the District’s discretion but shall include, at a minimum, the following topics.

Item	Maximum Qualification Points	Qualification Points
<p>1. Past Projects/Experience: Firm’s articulation of Firm’s history, education, and background; Firm’s experiences working with similar, past projects; issues faced and how addressed (i.e. claims, bonding/surety involvement, owner relations, citations, etc.); and questions, concerns, and highlights from the SOQ.</p>	35	
<p>2. Current Project: Firm’s articulation of how it will construct the Project, its ideas related to constructability, and other construction-specific ideas, concerns, or related issues (i.e. schedules, budgets, subcontractor selection, etc.).</p>	30	
<p>3. Overall Ability and General Suitability. Firm’s articulation of its overall skills, ability to complete the Project, and general suitability for the District’s purposes (i.e. implementation of District policies and procedures, compliance with District Programs, political atmosphere, additional information, etc.)</p>	25	
<p>4. Personnel/Leadership: Firm’s articulation of its Project-designated personnel, leadership, subcontractor relations, apprenticeship program, etc.</p>	20	
SUBTOTAL QUALIFICATION POINTS FROM INTERVIEWS	110	

STEP 4 – REFERENCES SCORING

1. Contacts references from the Firm’s response to the “**Contractor Project References**” section of the Prequalification Questionnaire and scores those responses.
2. Fill out the information in Section I of the Qualification Evaluation – Reference Form and then call the contact person.
3. Ask the questions in Section II of the Qualification Evaluation – Reference Form. Ensure that you obtain the information regarding whether the Firm’s performance in that area was “unsatisfactory,” “below average,” “average” or “above average.” Assign the corresponding score for each answer in Section III.
4. Complete Section III of the Qualification Evaluation – Reference Form with the information received during the call.
5. Use a separate Qualification Evaluation – Reference Form for each call.
6. Make three (3) complete reference calls for each Firm.
7. Enter the “Total Score for This Project” of all the Qualification Evaluation – Reference Forms for that Firm into an “Averaging” Worksheet.

Sample “Averaging” Worksheet for 3 reference calls per Firm – See next page	
“Total Score For This Project” from first call	
“Total Score For This Project” from second call	
“Total Score For This Project” from third call	
Total	
Total divided by three (÷ 3) [DIVIDE SCORE BY NUMBER OF CALLS] This is the score for the Firm for the References Step in the evaluation process.	

STEP 4 – REFERENCES SCORING (CONTINUED)

References – Qualification Evaluation Form

Section I - General Project Information

Name of Firm:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

Section II – Telephone Interview Questions

1. **Quality of Work.** Were there quality-related problems on the project? Were these problems attributable to the Firm? Was the Firm cooperative in trying to resolve problems?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

2. **Scheduling.** Rate the Firm's performance with regard to adhering to project schedules. Did the Firm meet the project schedule? If not, was the delay attributable to the Firm?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

3. **Subcontractor (Project) Management.** Rate the Firm's ability to manage and coordinate subcontractors (if no subcontractors, rate the Firm's overall project management). Was the Firm able to effectively resolve problems?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

STEP 4 – REFERENCES SCORING (CONTINUED)

4. **Change Orders.** Rate the Firm's performance with regard to change orders and extras. Did the Firm unreasonably claim change orders or extras? Were the Firm's prices on change orders and extras reasonable?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

5. **Working Relationships.** Rate the Firm's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Firm relate to other parties in a professional manner?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

6. **Responsiveness.** Rate the Firm's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Firm respond to inquiries promptly and substantively?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

7. **On-Site Firm Staff.** Rate the Firm's on-site staff relating to their management of the site, communication and interaction with owner's staff, and familiarity with project scope and status.

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

8. **Paperwork Processing.** Rate the Firm's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Firm submit the required paperwork promptly and in proper form?

Response:

Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

STEP 4 – REFERENCES SCORING (CONTINUED)

Section III - Numerical Rating

If the contact person rates the Firm unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Firm's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	5	15	20	
2. Scheduling	0	5	10	15	
3. Subcontractor (Project) Mgt.	0	5	10	15	
4. Change Orders	0	5	10	15	
5. Working Relationship	0	5	10	15	
6. Responsiveness	0	5	10	15	
7. On-Site Staff	0	5	10	15	
8. Paperwork Processing	0	2	5	10	
Total Score for This Project					

Attachment 4

SUBCONTRACTOR PROCUREMENT PROCESS
(CONTRACTORS MUST FOLLOW FOR SUBSEQUENT RFPS)

Per Resolution 18-02, approved by the Board of Trustees on January 22, 2018, any interested subcontractors should prequalify by downloading RFQ #1718-195 from the District's website <https://rscdd.edu/Departments/Purchasing/Pages/Bidding-Opportunities.aspx>