

**GLENDALE UNIFIED SCHOOL DISTRICT
223 N. JACKSON STREET, GLENDALE, CA 91206
January 23, 2019**

**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION SERVICES
FOR MULTIPLE DISTRICT PROJECTS (LEASE-LEASEBACK)**

The Glendale Unified School 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 projects pursuant to a lease-leaseback structure. (Education Code section 17406.) Some projects may include preliminary and/or preconstruction services.

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 intends to create a pool of qualified Contractors from which proposals on certain projects will be solicited. The projects that the District intends to award at this time pursuant to this RFQ are listed in **Attachment 1** to this RFQ (“**Project(s)**”).

Contractors that intend to 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;
- Maintain a full-service office within seventy-five (75) miles of the District, and
- Prequalify through the District’s prequalification process.

Responses. Prequalification Questionnaires and SOQs must be received by the date indicated in the RFQ Schedule, with one (1) original and six (6) copies of requested materials as well as one (1) electronic copy, in PDF format with bookmarks on a thumb drive to: **The District Office located at Glendale Unified School District Administration Building, 223 N. Jackson, Room 305, Glendale, CA 91206, Attn.: Christine Ward, Director, Procurement & Contracts.**

Questions. Questions regarding this RFQ must be in writing and directed only to **Christine Ward, Director, Procurement & Contracts at cward@gusd.net** by the date indicated in the RFQ Schedule. Contractors are directed to **not** contact any other person regarding this RFQ. **ATTEMPTS BY A CONTRACTOR TO CONTACT ANY OTHER PERSON OR VISIT A SCHOOL SITE MAY RESULT IN DISQUALIFICATION OF THAT CONTRACTOR.**

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 Response. Failure to acknowledge and respond to any addenda issued by the District may, in the District’s sole discretion, render the Contractor’s Response to be deemed non-responsive and may be rejected.

RFQ Schedule. The District has set the following RFQ Schedule that all Contractors must adhere to. 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 19, 2019
Deadline for Contractors to submit questions regarding this RFQ	February 1, 2019

District to respond to Contractors' questions regarding this RFQ	February 6, 2019
Deadline for Contractors to submit Prequalification Questionnaires	February 8, 2019
Deadline for Contractors to submit SOQ	March 1, 2019
District to notify Contractors of qualification status	March 15, 2019
District Board approves short-list of Contractors	March 26, 2019

Thank you for your interest in working with the Glendale Unified School 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 California Building Standards Code (California Code of Regulations, Title 24) and the incorporated and/or applicable provisions of the Uniform Building Code and the International Building Code, the Americans with Disabilities Act, and the Division of the State Architect (“DSA”). Contractors must have extensive experience in the construction of public school facilities, working with public school district representatives, working with architects, contractors and other school facility related consultants, and establishing project scope, project budgets, 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 Projects 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 17406, et seq.) **The Contractor will be responsible for financing a portion of the construction of a Project.** During construction, the District shall pay tenant improvement payments. Once a 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. In addition, all Contractors awarded a project shall comply with the skilled and trained workforce hiring requirements set forth in Education Code section 17407.5.
- 1.3. **Scope of Services.** The selected Contractor for each Project must be willing and able to, in good faith, propose to construct one or more of the Project(s) listed in **Attachment 1** if and when the District issues Request(s) for Proposals (“RFP(s)”) for those Projects (“Services”).

2. **Prequalification.**

- 2.1. **Contractor Prequalification.** A completed Contractor Prequalification Questionnaire attached hereto as **Attachment 3 (“Prequalification Questionnaire”)** must be submitted by all contractors by the date indicated in this RFQ. All Contractors must submit the Prequalification Questionnaire as that process is the first step in the District’s consideration of Firms. The Prequalification Questionnaire shall be scored according to the scoring and criteria in **Attachment 4 (“District’s Prequalification Scoring for Contractors”)** attached hereto. 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 a Project identified in this RFQ. (Public Contract Code section 20111.6.)
- 2.2. **Subcontractor Prequalification.** The subcontractor prequalification process will **not** be part of this RFQ step. Each RFP that is later issued by the District shall require each Contractor to prequalify some or all subcontractors and comply with the process and requirements for the procurement of Subcontractors set forth In Education Code section 17406 and as directed by the District in each RFP.

3. **Contractors’ SOQs.** The Contractor’s SOQ must demonstrate Contractor’s qualifications, be concise, well-organized and shall **be no longer than seventy-five (75) single-sided pages, on 8½” x 11” paper**, inclusive of résumés, forms, and pictures. Each Contractor’s SOQ shall be numbered, tabbed and organized according to the structure reflected below and include the following subject matters and information:

- 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, a history 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 3**, indicate all of those that were performed pursuant to a lease-leaseback structure.
- 3.5. Contractor's Financial Stability.** Provide a brief explanation of the Contractor's financial stability to manage a complex construction project.
- 3.6. 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.
- 3.7. Contractor's Ability to Perform Preliminary Services.** Describe the Contractor's ability and past experience performing the Preliminary Services as identified in **Attachment No. 2** to this RFQ.
- 3.8. Cost Savings / Value Engineering.** The District is seeking a Contractor that has direct experience and/or can demonstrate an aptitude to "value engineer" or analyze a project's plans, components, and features, and find more efficient and cost-effective methods or alternatives. Describe your Contractor's suggestions, recommendations, alternatives or other valuation determinations that the Contractor could implement on a Project.
- 3.9. Schedule.** Discuss the Contractor's ability to prepare and meet achievable construction schedules for construction projects, Contractor's schedule management procedures, and how the Contractor has successfully handled potential delays.
- 3.10. Budget.** Discuss the Contractor's ability to manage costs and stay within budgets on comparable projects.
- 3.11. Contractor's Approach to Work.** Describe how the Contractor intends to work with the District's administration officials to perform the Services, including assistant superintendents, facilities directors, teachers and site principals, to develop management techniques and responses related to the unique challenges of the District's educational program requirements.
- 3.12. 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.
- 3.13. 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.

3.14. Contractor’s Current Work Commitments/Project Limitations.

3.14.1. Specify the current and projected workload of Contractor. If applicable, provide a statement of all recent, current, or anticipated contractual obligations that relate in any way to similar work for the District that may have a potential to impede Contractor’s ability to provide the Services described herein to the District.

3.14.2. Indicate Contractor’s limitation or Surety restrictions related to the size of Project that Contractor can contract for and can effectively perform.

3.15. Professional Development. Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Contractor’s qualifications and expertise.

3.16. Local Community Outreach. Describe the Contractor’s involvement in the community and community outreach.

3.17. Letters of References. Include letters of reference or testimonials. Contractor should limit letters of references or testimonials to no more than ten (10).

3.18. Additional Data. Provide additional information about the Contractor as it may relate to Contractor’s SOQ.

3.19. Compensation. The District is not asking in this RFQ that Contractors provide a specific proposal for a specific Project or for a final price to construct a specific Project. At this time, Contractors must provide the following information only:

Item	Amount
Staffing that would be part of Preliminary Services	
Project Manager (hourly rate)	\$ _____
Constructability Reviewer (hourly rate)	\$ _____
Estimator (hourly rate)	\$ _____
Scheduler (hourly rate)	\$ _____
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)	\$ _____
Mark-up on Subcontractor work	_____ %
Mark-up on self-performed work	_____ %
Mark-up on Subcontractor change order work	_____ %
Mark-up on self-performed change order work	_____ %
Fee / overhead & profit (as a percentage of direct costs) if any, that is in addition to any mark-up	_____ %
Bond cost (as a percentage of direct costs)	_____ %
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 ____ %

4. **District's Evaluation / Best Value Selection Process.** The District shall evaluate Firms' Responses based on a best value determination process.

4.1. **Criteria for Best Value Selection Process.** The District wishes to retain Contractors that have the financial strength, management and expertise to deliver a Project within a proposed schedule and within an established budget. The Contractor will be selected based on qualifications and demonstrated competence that include relevant experience with California public school construction, with State of California's School Facilities Program, and a proven track record for cost-efficient and timely construction projects.

4.2. **Scoring.** The following table indicates how the District will score steps 1 – 4. The criteria and scoring for the Prequalification Questionnaire is attached hereto as **Attachment 4 ("District's Prequalification Scoring")**. The criteria and scoring for the SOQ and interviews is attached hereto as **Attachment 5 ("District's SOQ and Interview Criteria and Scoring")**. Only Firms that receive the minimum qualification points as required at each step will move to the next step. The District may, at its sole discretion, interview some or all of the Contractor(s) that submit a SOQ.

STEP 1: Scoring of Prequalification Questionnaire	Minimum points required in STEP 1 for Firms to proceed to STEP 2: <u>75.</u> Total maximum possible points at the end of STEP 1 is <u>100.</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>600.</u> Total combined maximum possible points at the end of STEP 2 is <u>700.</u> The District will only interview Firms (if it conducts interviews of Firms) that have the required minimum score after STEP 2.

<p>STEP 3: Scoring of Interviews</p>	<p>The District, <u>at its discretion</u>, may elect to forego conducting interviews.</p> <p>If the District conducts interviews, then the following shall apply:</p> <p style="text-align: center;">Minimum points required in STEP 3 for Firms to proceed to STEP 4: <u>125.</u></p> <p>Total maximum possible points from an Interview is <u>150.</u></p>
<p>STEP 4: Scoring of Reference Checks</p>	<p>The District, <u>at its discretion</u>, may elect to forego conducting reference checks.</p> <p>If the District conducts reference checks, then the following shall apply:</p> <p style="text-align: center;">Minimum points required in STEP 4 to be placed in pool of firms from which proposals on the Projects will be solicited: <u>90.</u></p> <p>Total combined maximum possible points at the end of STEP 4 is <u>120.</u></p> <p>The District will only contact references (if it conducts reference checks) that have the required minimum score after STEP 3.</p>

<p>SELECTION OF FIRMS TO BE PLACED IN DISTRICT'S POOL OF LLB CONTRACTORS</p>	
<ul style="list-style-type: none"> • If the District does not conduct interviews and does not conduct reference checks, the points required from STEP 2 shall determine the Firms to be placed in the pool of firms from which the District will solicit proposals for the Projects. • If the District conducts interviews and does not conduct reference checks, the points required from STEP 3 shall determine the Firms to be placed in the pool of firms from which the District will solicit proposals for the Projects. • If the District conducts reference checks, the points required from STEP 4 shall determine the Firms to be placed in the pool of firms from which the District will solicit proposals for the Projects. 	

- 4.3. **Notification.** The District will notify Firms of their status upon completion of the process via a written letter from the District.
- 4.4. During the evaluation of the Responses, contact shall only be through the individual 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.
- 4.5. The District reserves the right 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 reserves the right to seek Responses from or to contract with any Contractor not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ. The District reserves the right to adjust the structure of the Project(s) and to request a successful Contractor provide initial pricing information, fee(s) for preliminary services, general conditions, partial construction services, etc., for the Project or a phase within the Project.

- 4.6.** All SOQs will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in an SOQ 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 a Court. A Contractor that indiscriminately identifies all or most of its SOQ 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 an SOQ marked “Confidential,” “Proprietary,” or “Trade Secret,” the Contractor agrees, by submission of its SOQ, 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.

5. District’s Appeal Process

- 5.1.** A Contractor may appeal the District’s “best value” determination. If a Contractor decides to appeal the District’s determination, it must follow the following procedure. Failure of a Contractor to timely follow all appeal steps shall be a waiver of the Contractor’s right to appeal the District’s determination.
- 5.1.1. 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.
- 5.1.2. 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 Proposal. 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.
- 5.1.3. If the Contractor continues to contest the District’s determination after that meeting with District staff, then the Contractor may address the Board at the next public noticed meeting of the District’s governing board, pursuant to the governing board’s procedures for public comment. In order for a Contractor to preserve its right to challenge the District’s determination, the Contractor must address the Board at the next public noticed meeting of the Board after the Contractor’s meeting with District staff.

ATTACHMENT 1

POTENTIAL PROJECT(S) AND ANTICIPATED CONSTRUCTION (HARD COST) BUDGETS

	<u>POTENTIAL PROJECT AND SITE</u>	<u>ANTICIPATED CONSTRUCTION (HARD COST) BUDGET</u>
1.	Glendale High School Aquatic Center Project	<u>\$9,500,000</u>
2.	Crescenta Valley High School Aquatic Center	TBD
3.	Herbert High School Aquatic Center	TBD
4.		
5.		

ATTACHMENT 2
PRELIMINARY SERVICES

[THE FOLLOWING TERMS ARE DRAFT PROVISIONS]

1. **Scope of Contractor's Preliminary Services.** Contractor, as the District's development consultant and authorized representative as contemplated by Business and Professions Code 7040, agrees to perform the services described herein. Contractor shall perform management and coordination services, plan and specification constructability reviews, provide value engineering reviews and recommendations and other reviews as necessary to verify that the drawings and specifications are clear and reasonably accurate to minimize the need for changes during the construction phase of the project, including but not limited to the following ("**Preliminary Services**"):

1.1. General Services.

- 1.1.1. Contractor shall attend regular meetings during Project development between the Architect, the District, District site personnel, and any other applicable consultants of the District as required to discuss the Project, including budget, scope and schedule.
- 1.1.2. Contractor shall assist Architect with the making of a written record of all meetings, conferences, discussions and decisions made between or among the District, Architect and Contractor.
- 1.1.3. Contractor shall assist the Architect with making formal presentations to the governing board of District.
- 1.1.4. Contractor shall prepare and update the preliminary Project schedule.
- 1.1.5. Contractor shall prepare and update the components of the Guaranteed Project Cost and shall be primarily in control of ensuring that the Project can and is constructed for no more than that amount.
- 1.1.6. Contractor shall assist District with city land use issues;
- 1.1.7. Contractor shall assist District with DSA review, input, and timeframe for same;
- 1.1.8. Contractor shall provide review and comment upon geotechnical / soils investigation and report;
- 1.1.9. Contractor shall provide review and comment upon survey of the Project site;
- 1.1.10. Contractor shall provide review and comment upon any environmental impact report or other required California Environmental Quality Act ("CEQA") documents with District's CEQA consultant.

1.2. Review of Design Documents.

- 1.2.1. Contractor shall review Project design and budget with the District and the Architect during the Schematic Design Phase, the Design Development Phase, at 50% Construction Documents Phase, and at 100% Construction Documents Phase to:
 - 1.2.1.1. Contractor shall provide recommendations on site use and improvements, selection of materials, building systems and equipment and methods of Project delivery;

- 1.2.1.2. Contractor shall provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction of the Project and subparts thereof if requested, and factors relating to cost including, but not limited to, construction costs of alternate designs of materials, preliminary budgets and possible economics that could be achieved through alternate methods or substitutions;
- 1.2.1.3. Contractor shall provide interim design phase estimates to establish and maintain the Project budget and scheduled costs; and
- 1.2.1.4. Contractor shall provide plan review.
- 1.2.1.5. **Value Engineering.** Contractor shall prepare a value engineering report for District review and approval that:
 - 1.2.1.5.1. Details areas of cost saving (e.g. construction processes/procedures, specified materials and equipment, and equipment or other aspects of the design documents that can be modified to reduce costs and/or the time for achieving final completion of the Project and/or to extend life-cycle and/or to reduce maintenance/operations costs, without diminution in the quality of materials/equipment/workmanship, scope or intended purposes of the Project);
 - 1.2.1.5.2. Provides detailed estimate for proposed value engineering items;
 - 1.2.1.5.3. Defines methodology or approaches that maximize value; and
 - 1.2.1.5.4. Identifies design choices that can be more economically delivered.
- 1.2.1.6. **Constructability Review.** Contractor shall prepare detailed interdisciplinary constructability review within thirty (30) days of receipt of the plans from the District that:
 - 1.2.1.6.1. Ensures construction documents are well coordinated and reviewed for errors;
 - 1.2.1.6.2. Identifies to the extent known, construction deficiencies and areas of concern;
 - 1.2.1.6.3. Back-checks design drawings for inclusion of modifications;
 - 1.2.1.6.4. Provides the District with written confirmation that:
 - 1.2.1.6.4.1. Requirements noted in the design documents prepared for the Project are consistent with and conform to the District's Project requirements and design standards; and
 - 1.2.1.6.4.2. Various components have been coordinated and are consistent with each other so as to minimize conflicts within or between components of the design documents.
- 1.2.2. **Confirm Modifications to Design Drawings.** If the District accepts Contractor's comments, including the value engineering and/or constructability review comments, Contractor shall review the design documents to confirm that those comments are properly incorporated into the final design documents.

1.3. Budget of Project Costs.

- 1.3.1. At each stage of plan review indicated above, Contractor shall update and refine the budget of its Guaranteed Project Cost based on the most recent set of design documents. Contractor shall also advise the District and the Architect if it appears that the total construction costs may exceed the Project budget established by the District and shall make recommendations for corrective action. Contractor will further provide input to the District

and Architect relative to value of construction, means and methods for construction, duration of construction of various building methods and constructability.

1.3.2. In each budget of the Guaranteed Project Cost, Contractor shall include values of scopes of work subdivided into component parts in sufficient detail to serve as the basis for progress payments during construction. This budget of the Guaranteed Project Cost shall include, at a minimum, the following information divided into at least the following categories:

- 1.3.2.1. Overhead and profit;
- 1.3.2.2. Supervision;
- 1.3.2.3. General conditions;
- 1.3.2.4. Layout & Mobilization (not more than 1%)
- 1.3.2.5. Submittals, samples, shop drawings (not more than 3%);
- 1.3.2.6. Bonds and insurance (not more than 2%);
- 1.3.2.7. Close-out documentation (not less than 3%);
- 1.3.2.8. Demolition;
- 1.3.2.9. Installation;
- 1.3.2.10. Rough-in;
- 1.3.2.11. Finishes;
- 1.3.2.12. Testing;
- 1.3.2.13. Punchlist and acceptance.

Contractor shall indicate its willingness and ability to enter into the Contract Document to construct the Project for at or below that Guaranteed Project Cost, excluding unforeseen conditions or District-requested changes. This commitment will be a component of the Contract Documents.

1.4. Construction Schedule and Phasing Plan.

Contractor shall prepare a preconstruction schedule to guide the design team through the Notice to Proceed date. That schedule shall show the multi-phases and interrelations of design, constructability review, and estimating. Contractor shall also prepare a full construction schedule for the Project detailing the phasing and construction activities. Contractor shall further investigate, recommend and prepare a schedule for the District's purchase of materials and equipment requiring long lead time procurement, and coordinate the schedule with the early preparation of portions of the Contract Documents by the Architect.

1.5. Construction Planning and Bidding.

- 1.5.1. Contractor shall prepare and distribute specifications and drawings provided by District to facilitate bidding to Contractor's subcontractors.
- 1.5.2. Contractor shall review the drawings and specifications to eliminate areas of conflict and overlapping in the work to be performed by various subcontractors, and with a view to eliminating change order requests by the Architect or subcontractors.
- 1.5.3. Contractor shall conduct pre-bid conferences. Contractor shall coordinate with District and the Architect in responding to subcontractor questions or providing clarification to all subcontractors.

Contractor shall prepare appropriate subcontractor bid packages.

ATTACHMENT 3
CONTRACTOR PREQUALIFICATION QUESTIONNAIRE – STEP 1

CONTRACTOR (OR “FIRM”) INFORMATION		
Contractor’s company name:		
Address:		
Telephone:		
Mobile telephone:		
E-mail:		
Years in business under current company name:		
Years at the above address:		
Types of work performed with own forces:		
Gross revenue of the Firm for 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.		
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 current 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"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation, State: _____ <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Joint Venture		

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 those 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):

--	--	--

Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

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

Commercial General Liability	Combined Single Limit (per occurrence)	\$
	Combined Single Limit (aggregate)	\$
Product Liability & Completed Operations	(aggregate)	\$
	(per occurrence)	\$
Automobile Liability – Any Auto	Combined Single Limit (aggregate)	\$
Automobile Liability – Any Auto	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.	Has your Firm contracted for and completed construction of a minimum of: <ul style="list-style-type: none"> Three (3) California K-12 public school district construction projects, Each with a value of at least \$5,000,000, and All within the past five (5) years? (Please circle one). <p>NOTE: You <u>must</u> list these projects in the “Contractor Project References” Section.</p>	YES NO NO = cannot prequalify
2.	Does your Firm currently hold all contractor’s license(s) necessary to perform the work and have those license(s) been consistently active for at least ten (10) years without revocation or suspension? (Please circle one).	YES NO NO = cannot prequalify
3.	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 ten (10) years? (Please circle one).	YES NO YES = cannot prequalify
4.	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 ten (10) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle one).	YES NO YES = cannot prequalify
5.	Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving: <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, to any contracting party within the past ten (10) years? (Please circle one).	YES NO YES = cannot prequalify
6.	Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to: <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, related to construction activities of your Firm or an Associated Firm within the past ten (10) years? (Please circle one).	YES NO YES = cannot prequalify
7.	Has your Firm’s Workers’ Compensation Experience Modification Rating averaged more than 1.25 over the past five (5) premium years? (Please circle one). Attach proof of Worker’s Compensation Experience Mod Rating for the last 5 years.	YES NO YES = cannot prequalify
<div style="display: flex; align-items: center;">  <div> <p>If you answered: “NO” to questions 1-2 or “YES” to questions 3-7, then STOP. You are not eligible for prequalification at this time.</p> </div> </div>		

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 ten (10) years? (Please circle one).</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 (1.5%) for a performance and payment bond on any project(s) within the past ten (10) years? (Please circle one).</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 one).</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 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 one).</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>
5.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past ten (10) years? (Please circle one).</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>
6.	<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 ten (10) years? (Please circle one).</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>
7.	<p>Has a 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 project owner, general contractor, architect, or construction manager in the past ten (10) years?</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>
8.	<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 ten (10) years?</p> <p style="text-align: center;">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>	<u>YES</u> <u>NO</u>
9.	<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 ten (10) years?</p> <p style="text-align: center;">If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<u>YES</u> <u>NO</u>

10.	<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 ten (10) years?</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>
11.	<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 ten (10) years?</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>
12.	<p>Does your Firm require weekly, documented safety meetings to be held for construction employees and field supervisors during the course of a project?</p>	<p><u>YES</u> <u>NO</u></p>
13.	<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>	

CONTRACTOR PROJECT REFERENCES

List **ALL** California K-12 public school projects in which your Firm has participated as the prime contractor during the past **five (5) years**.

You may limit your response to the **thirty (30)** most-recently completed projects but you **must** include:

- At least the **three (3)** most recent California K-12 public school projects with a contract value of more than **\$5 million** performed by your Firm.
- All the projects that the Firm performed pursuant to a lease-leaseback structure

Please 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:
If contractor was a subcontractor on the project, name of general contractor 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:
Date completed:
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 4
DISTRICT'S PREQUALIFICATION SCORING (STEP 1)

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 submittal is non-responsive for failing to include the required financial statements.
3. **Score the "Scored Questions."**
4. **Scoring.** If you are prequalifying based only on the written Scored Questions, a Total Score from the "Scored Questions" **at or above 100** will prequalify this Contractor or Subcontractor.
5. The following scoring will be used in evaluating the Prequalification Questionnaires:

Topic/Question	Scoring & Max. Poss. Score	Score
1. Liquidated Damages	No = 10 points; Yes = 0 points	10
2. Surety Premium	No = 10 points; Yes = 0 points	10
3. Insurer Pay	No = 5 points; Yes = 0 points	5
4. Workers' Comp.	No = 5 points; Yes = 0 points	5
5. Bankruptcy	No = 5 points; Yes = 0 points	5
6. Denied Bond	No = 10 points; Yes = 0 points	10
7. Filed Claims	No = 15 points; Yes = Deduct 5 points for each claim; do not score lower than 0 points.	15
8. Labor Code Citations	No = 5 points; Yes = 0 points	5
9. EPA Citations	No = 5 points; Yes = 0 points	5
10. OSHA Citations	No = 10 points; Yes = 0 points	10
11. Prevailing Wage Penalties	No = 10 points; Yes = 0 points	10
12. Safety Meetings	Yes = 5 points; No = 0 points	5
13. Apprenticeship Program	Listed = 5 points; None listed = 0 points	5
Total Score		100

ATTACHMENT 5
DISTRICT’S SOQ, REFERENCE CHECK, AND INTERVIEW CRITERIA AND SCORING

STEP 2 – SOQ CRITERIA AND SCORING

The following scoring will be used in evaluating the Firm’s SOQ responses to the following criteria, which will be determined by review 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.	400	
2. LLB Projects	Firm demonstrates past experience and expertise with LLB process.	200	
3. Financial Stability	Firm demonstrates the financial stability in order to manage complex construction projects.	75	
4. Personnel / Subconsultants	Firm’s team members, especially team leaders, demonstrate applicable experience and expertise to perform Services.	25	
5. Preliminary Services	Firm demonstrates past experience and expertise to perform all Preliminary Services.	25	
6. Cost Savings / Value Engineering	Firm demonstrates past experience and expertise to perform value engineering services for the Projects.	25	
7. Schedule	Firm demonstrates ability to prepare and meet achievable construction schedules schedule management procedures, and successful handling of potential delays.	25	
8. Budget	Firm demonstrates past experience and expertise to manage costs and stay within budgets on LLB projects.	25	
9. Approach to Work	Firm demonstrates how it intends to work with the District and develop management techniques related to the District’s educational program requirements.	20	
10. Safety	Firm demonstrates a strong commitment to project safety and indicates a history of safe worksites.	20	
11. Environmental	Firm indicates its past experience performing in an environmentally responsible manner.	20	
12. Current Work Commitments	Firm describes current and projected workload.	20	
13. Professional Development	Firm describes its commitment to ongoing professional development and education.	10	
14. Local Community Outreach	Firm demonstrates involvement in community and efforts at community, student, and veteran outreach.	5	
15. Additional Information	Strength of additional information provided by Firm.	5	
	Total Score	900	

STEP 3 – INTERVIEW CRITERIA AND SCORING (IF INTERVIEWS ARE CONDUCTED)

Firms meeting or exceeding the minimum total qualification points through Step 2 may 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
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.	50	
2. District Projects: Firm’s articulation of how it will perform preliminary services, construct the Projects, its ideas related to constructability, and other construction-specific ideas, concerns, or related issues (i.e. schedules, budgets, subcontractor selection, etc.).	35	
3. Personnel/Leadership: Firm’s articulation of its Project-designated personnel, leadership, subcontractor relations, apprenticeship program, etc.	20	
4. Overall Ability and General Suitability. Firm’s articulation of its overall skills, ability to complete the Projects, 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.)	20	
SUBTOTAL QUALIFICATION POINTS FROM STEP 3	125	

STEP 4 – REFERENCE CHECK SCORING (IF REFERENCES ARE CHECKED)

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	10	15	
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	5	10	
8. Paperwork Processing	0	2	5	10	
9. Value Engineering	0	2	5	10	
Total Score for This Project					