

Exhibit A-2
Direct Contractor Rating System

SAN RAFAEL CITY SCHOOLS
PREQUALIFICATION QUESTIONNAIRE AND CERTIFICATION
FOR PROSPECTIVE BIDDERS

_____, 2017

Name of Contractor: _____

I. RESPONSIVENESS CRITERIA

Confirm Prequalification Statement Submitted is Responsive – if the answer to any of the questions is “no,” then the Prequalification Statement is nonresponsive. (See Section III.E of Prequalification Information)

A. Timeliness

Has the Contractor submitted its Prequalification Statement on time?

Yes ☐ No ☐

B. Completeness

Did the Contractor provide all requested information in its submitted Prequalification Statement?

Yes ☐ No ☐

C. Signed Under Penalty of Perjury

Is the Prequalification Questionnaire signed under penalty of perjury by individuals who have the authority to bind the contractor on whose behalf they are signing?

Yes ☐ No ☐

D. Misleading/Inaccurate Information

Is the information provided by the contractor misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported)?

Yes ☐ No ☐

E. Acknowledgement of Receipt of Addenda

Did the Contractor acknowledge receipt of all addenda issued by the District?

Yes ☐ No ☐

II. GENERAL INFORMATION

Confirm Contractor has completed/provided the following information– if the answer to any of the questions is “no,” then the answer to I.B. is also “no”:

- A. Contractor’s Information (See Section II.A. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐
- B. Current Organization/Structure (See Section II.B. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐
- C. Associated Firms (See Section II.C. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐
- D. History and Performance (See Section II.D. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐
- E. Licenses (See Section II.E. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐
- F. Contractor’s Project Personnel (See Section II.F. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐
- G. Contractor’s Insurance (See Section II.G. of Questionnaire)
Is the information provided by the contractor responsive?
Yes ☐ No ☐

[REMAINDER OF PAGE INTENTIONALLY BLANK]

III. ESSENTIAL CRITERIA

Confirm Essential Criteria (See Section III of Questionnaire and Section IV.A of Prequalification Information)

A. Project Experience

Has the Contractor contracted for and completed a minimum of three (3) stadium projects for a school district or community college/university in the State of California with a minimum initial price of five million dollars (\$5,000,000) within the past five (5) years?

Yes ☐ No ☐

(If no, then Contractor is not qualified)

B. Default or Bankruptcy

Has the Contractor, either performing work under its current license or under licenses through other entities, including a joint venture, defaulted on a contract, declared bankruptcy, or been placed in receivership within the past five (5) years?

Yes ☐ No ☐

(If yes, then Contractor is not qualified)

C. Licensure

To prequalify for the Project, the Contractor is required to possess one or more of the following State of California Contractor Licenses: A and/or B. Has the Contractor held all current, active contractor's license(s) necessary to perform its work at all times (i.e. license has not been suspended or revoked) for at least five (5) years?

Yes ☐ No ☐

(If no, then Contractor is not qualified)

D. Disqualification, Prohibition

Has the Contractor been disqualified, debarred, found non-responsible or otherwise prohibited, from performing work and/or bidding on work on any community college district, university, school district, or other public agency within the State of California within the past five (5) years?

Yes ☐ No ☐

(If yes, then Contractor is not qualified)

E. Termination

Has the Contractor been terminated on any project by any owner, including any community college district, university, school district, or other public agency, on any project within the State of California within the past five (5) years?

Yes ☐ No ☐

(If yes, then Contractor is not qualified)

F. Liquidated Damages

Were liquidated damages assessed against the Contractor for any of the projects identified by the Contractor on Exhibit A to the Prequalification Questionnaire?

Yes ☐ No ☐

(If yes, then Contractor is not qualified)

G. Bonding Capacity

Has Contractor provided a notarized statement that states Contractor's total bonding capacity (from an admitted surety insure that is authorized to issue bonds in the State of California) meets or exceeds the estimated "Bid Day" Cost of Construction of the Project of approximately eight million six hundred thousand dollars (\$8,600,000.00).

Yes ☐ No ☐

(If no, then Contractor is not qualified)

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IV. PROJECT EXPERIENCE AND REFERENCES

A. ATTACHMENT "A", Project Experience

To be completed on Evaluation Worksheet.

B. Site Specific Criteria

1. Scheduling Qualifications: Has Contractor demonstrated internal proactive scheduling expertise, including staff and subcontractor expertise, and evidence of project delivery?

Yes ☐

No ☐

Numerical Rating: _____ points (out of 20 possible points)

2. Cost Control: Has contractor demonstrated adequate and effective cost control measures?

Yes ☐

No ☐

Numerical Rating: _____ points (out of 20 possible points)

C. Contact Project References

The District must contact each of Contractor's references for a minimum of three (3) of Contractor's most recent stadium and three (3) of its most recent Lease-Leaseback projects for a school district or community college/university, including the two (2) largest stadium projects. (Use attached Prequalification Evaluation Reference Form).

V. BUSINESS LONGEVITY, FINANCIAL STRENGTH AND PERFORMANCE

To be completed on Evaluation Worksheet.

Complete Evaluation Worksheet

Insert total score from Evaluation Worksheet

Contractor must have 110 points TOTAL POINTS or higher to qualify.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

**SAN RAFAEL CITY SCHOOLS
PREQUALIFICATION EVALUATION REFERENCE FORM**

January 2017

(To be utilized by District to evaluate references)

The District should fill out the information in Section I and then telephone the contact person(s). The District should then ask the questions in Section II, obtaining the information as to whether the Contractor's performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and enter the average of the Total Numerical Rating of all the Evaluation Reference Forms for that Contractor at the corresponding place on the Evaluation Worksheet.

Section I - General Project Information

Name of Contractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency/School District:	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:

[REMAINDER OF PAGE INTENTIONALLY BLANK]

Section II – Telephone Interview Questions

1. Planning and Coordination of Work

Did the Contractor pursue and develop a thorough understanding of the scope of work? Did the Contractor proactively anticipate and coordinate agencies and jurisdictions' requirements and procedures? Was the Contractor able to plan and execute complex critical path tasks for successful completion? **Please rate the Contractor with respect to planning and coordination of work as either unsatisfactory, below average, average, or above average.**

2. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the Contractor cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to quality of work as either unsatisfactory, below average, average, or above average.**

3. Performance and Accountability

- a. Scheduling - Rate the Contractor's performance with regard to adhering to project schedules. Did the Contractor proactively manage and meet the project schedule? If not, was the delay attributable to the Contractor? **Please rate the Contractor with respect to scheduling as either unsatisfactory, below average, average, or above average.**

- b. Supervision - Subcontractor and Project Management - Rate the Contractor's ability to manage and coordinate subcontractors (if no subcontractors, rate the Contractor's overall supervision and project management). Was the Contractor

able to effectively resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to project management as either unsatisfactory, below average, average, or above average.**

- c. Staging – Rate the Contractor’s performance with regard to staging requirements. Did the Contractor keep staging areas clean and free from debris? Did the Contractor comply with set staging requirements, if any, and if so, what were the requirements? **Please rate the Contractor with respect to staging as either unsatisfactory, below average, average, or above average.**

- d. Safety and Additional hazardous material abatement - Was Contractor able to coordinate timely abatement of additional hazardous material uncovered during demolition? Did Contractor have effective safety measures in place? **Please rate the Contractor with respect to coordination of additional abatement and safety as unsatisfactory, below average, average, or above average.**

[REMAINDER OF PAGE INTENTIONALLY BLANK]

- e. Change Orders - Rate the Contractor's performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders or extras? Were the Contractor's prices on change orders and extras reasonable? If not, provide specific examples. **Please rate the Contractor with respect to change orders as either unsatisfactory, below average, average, or above average.**

- f. Working Relationships - Rate the Contractor's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Contractor relate to other parties in a professional manner? If not, provide specific examples. If not, provide specific examples. **Please rate the Contractor with respect to working relationships as either unsatisfactory, below average, average, or above average.**

- g. Paperwork Processing - Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Contractor submit the required paperwork promptly and in proper form? If not, provide specific examples. **Please rate the Contractor with respect to paperwork processing as either unsatisfactory, below average, average, or above average.**

[REMAINDER OF PAGE INTENTIONALLY BLANK]

- h. Litigation - Rate the Contractor's performance with regard to litigation. Were there claims in an amount exceeding \$50,000 against the Contractor or filed by the Contractor? (i.e. above average is less than \$50,000 total in claims; average below average and unsatisfactory is based on the particular circumstances) **Please rate the Contractor with respect to litigation as either unsatisfactory, below average, average, or above average.**

Section III - Numerical Rating

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

Contractor's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	RATING
1. Planning and Coordination of Work	0	5	10	15	
2. Quality of Work	0	1	3	5	
3. Performance and Accountability					
a. Scheduling	0	1	2	3	
b. Supervision; Subcontractor and Project Management	0	1	2	4	
c. Staging	0	0	1	2	
d. Safety and Additional Hazardous Material Abatement	0	0	1	2	
e. Change Orders	0	1	2	3	
f. Working Relationships	0	0	1	2	
g. Paperwork Processing	0	0	1	2	
h. Litigation	0	1	2	2	
Total					
Maximum Possible	0	10	25	40	

[REMAINDER OF PAGE INTENTIONALLY BLANK]

PREQUALIFICATION EVALUATION WORKSHEET

Name of Contractor: _____

NAME OF EVALUATOR: _____ **DATE:** _____

I. Responsive Criteria

(If any one of the responsive criteria is not met, there is no need to complete the remainder of the evaluation).

I.A Timeliness of Prequalification Statement?	Yes	No	
I.B Completeness?	Yes	No	
I.C Signed Under Penalty of Perjury?	Yes	No	(See Questionnaire Section VII)
I.D Information is Accurate/Not Misleading?	Yes	No	

II. General Information

(If Contractor has failed to complete any one of the general information questions, the Prequalification Statement is not complete [see Responsive Criteria, I.B. above])

II.A Contractor's information	Yes	No
II.B Current organization/structure	Yes	No
II.C Associated firms	Yes	No
II.D History and performance	Yes	No
II.E Licenses	Yes	No
II.F Project Personnel	Yes	No
II.G Contractor's Insurance	Yes	No

III. Essential Criteria

(If any one of the essential criteria is not met, there is no need to complete the remainder of the evaluation).

Contractor meets Criteria described?

III.A Similar projects	Yes	No	(If no, then Contractor is not qualified)
III.B Bankruptcy	Yes	No	(If yes, then Contractor is not qualified)
III.C Licensure	Yes	No	(If no, then Contractor is not qualified)
III.D Barred	Yes	No	(If yes, then Contractor is not qualified)
III.E Termination	Yes	No	(If yes, then Contractor is not qualified)
III.F Liquidated Damages	Yes	No	(If yes, then Contractor is not qualified)
III.G Bonding Capacity	Yes	No	(If no, then Contractor is not qualified)

IV. Project Experience and References

A. Similar Projects (50 possible points = 29.5% of score)

(See Section III.A of Questionnaire and Attachment A)

Choose the one with the highest point value that contractor meets.

2 Stadium Projects larger than \$9 million, and at least 3 Projects using Lease-Leaseback	=	50 Points
2 Stadium Projects larger than \$9 million, and at least 2 Projects using Lease-Leaseback	=	48 Points
2 Stadium Projects larger than \$9 million, and at least 1 Project using Lease-Leaseback	=	40 Points
3 Stadium Projects larger than \$7 million, and at least 3 Projects using Lease-Leaseback	=	40 Points
3 Stadium Projects larger than \$7 million, and at least 2 Projects using Lease-Leaseback	=	38

_____ Points

3 Stadium Projects larger than \$7 million, and at least 1 Project using Lease-Leaseback	=	30 Points
3 Stadium Projects larger than \$5 million, and at least 3 Projects using Lease-Leaseback	=	30 Points
3 Stadium Projects larger than \$5 million, and at least 2 Projects using Lease-Leaseback	=	25 Points
3 Stadium Projects larger than \$5 million, and at least 1 Project using Lease-Leaseback	=	15 Points

Note: Exhibit A must contain at least three stadium projects for a school district and/or community college/university with a minimum initial price of \$5,000,000.00 or contractor cannot prequalify.

- B. Site Specific Criteria** (40 possible points = 23.5% of score; rate Contractor in each category)
These criteria are important to the District as predictors of success, and Contractor responses will be scored. (See Section IV.B. of Questionnaire)

		Max points	
Experience with fixed occupancy date, limited extensions schedule (demonstrated in-house scheduling expertise)	=	20 Points	_____ Points
Experience with cost control measures	=	20 Points	_____ Points

- C. References** (40 possible points = 23.5% of score)
Use the attached Evaluation Reference Form for each reference contacted for each contractor. Insert the average of all the scores from all references for each contractor.

Average Numeric Rating from Evaluation Reference Forms	=	40 Points	_____ Points
--	---	-----------	--------------

V. Business Longevity, Financial Strength, Performance (40 possible points = 23.5% of score)

- A. Years in Business under Current License** (See Section V.A. of Questionnaire – 7 possible points)

10 or more years	=	7 Points	_____ Points
5 to 9 years	=	5 Points	
2 to 4 years	=	3 Points	
0 to 2 years	=	0 Points	

- B. Financial Strength** – (assets minus liabilities, excluding line of credit) (See Section V.B. of Questionnaire – 8 possible points)

Working Capital; current assets minus current liabilities; 10% or more of \$___ million	=	4 Points	_____ Points
Net Worth: Current assets minus current liabilities; equal to \$___ million	=	4 Points	_____ Points

- C. Surety Payment on behalf of Contractor** (See Section V.C. of Questionnaire – 5 possible points)

0 Incidents	=	5 Points	_____ Points
1 or more Incidents	=	0 Points	

- D. Non-Compliance with Applicable Laws** (See Section V.D. of Questionnaire – 5 possible points)

0 Projects	=	5 Points	_____ Points
1 Project	=	3 Points	
2 or more Projects	=	0 Points	

E. Environmental Citations (See Section V.E. of Questionnaire – 5 possible points)

0 Incidents	=	5	Points
1 or more Incidents	=	0	Points

_____ Points

F. Workers Compensation Modifier (See Section V.F. of Questionnaire – 5 possible points)

Less than or equal to 1.0	=	5	Points
More than .75 and less than 1.0	=	3	Points
More than 1.0	=	0	Points

_____ Points

G. Labor Agreements (RESERVED)

H. CEQA (See Section V.H. of Questionnaire – 5 possible points)

2 or more Projects	=	5	Points
1 Project	=	3	Points
0 Projects	=	0	Points

_____ Points

VI. Safety and Experience Subcontracting Additional Hazardous Material Abatement

_____ **Yes** _____ **No**

Maximum Points: = 170

TOTAL POINTS

[REMAINDER OF PAGE INTENTIONALLY BLANK]

Direct Contractor Appeal Process

A contractor may appeal the District's decision. If a contractor decides to appeal the District's qualification decision, it shall follow this procedure:

- A. Contractor shall submit, in writing, within three (3) working days from notification, a request for a written response from the District to explain any aspect of the District's determination.
- B. Within three (3) working days from receipt of the District's written response to the contractor's request, contractor may submit, in writing, a request for a meeting with the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

Contractor's failure to comply with any of the above time periods shall be deemed acceptance of the District's determination of the contractor's prequalification status. Unless a contractor files a timely appeal, the contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process, or any other legal process or proceeding.

There is no appeal of the determination that a contractor does not prequalify where said contractor has failed to submit required information.

The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

[REMAINDER OF PAGE INTENTIONALLY BLANK]