

**RESOLUTION NO. 1713  
OF SAN RAFAEL CITY SCHOOLS  
ADOPTING PREQUALIFICATION QUESTIONNAIRE AND  
UNIFORM SYSTEM OF RATING  
PURSUANT TO PUBLIC CONTRACT CODE SECTION 20111.6**

**WHEREAS**, San Rafael City Schools ("District") desires to prequalify potential bidders for new construction and renovation of the San Rafael High School Stadium ("Project");

**WHEREAS**, the Project involves removal of some existing features from the stadium and their replacement with improved features, including: replacement of the existing natural grass field with synthetic turf; removal of the eight-lane track and construction of a new all-weather track with nine lanes; removal of landscaping and expansion of a parking area to serve the stadium uses; replacement of stadium lights, home/visitor grandstand bleachers, concession stand, scoreboard, P/A System, fencing, storage, ticket booth, utilities, site furnishings; replacement of walkways with new ADA accessible walkways; addition of a new restroom building; addition of a new welcome plaza; and added pedestrian, security and emergency egress lighting.

**WHEREAS**, the Project will entail some complexity, including but not limited to, limited site access, constrained schedule and fixed occupancy date, CEQA restrictions and EIR compliance, Budget constraints, traffic and neighborhood disruption mitigation, complex staging experience, preservation of trees and landscape, and experience with cultural artifacts discovery;

**WHEREAS**, the District seeks to prequalify a pool of experienced General Contractors with skills, capacity, experience and references for successful organization, management and execution of similar or greater complex new construction and renovation, projects;

**WHEREAS**, Public Contract Code section 20111.6 authorizes California school districts to require prospective bidders to submit a standardized questionnaire and financial statement prior to bidding on specific construction projects;

**WHEREAS**, District staff has developed a standardized questionnaire and financial statement in accordance with Public Contract Code section 20111.6 (collectively "Questionnaire");

**WHEREAS**, the Questionnaire includes a process for potential bidders to appeal certain decisions with respect to the prequalification process in accordance with Public Contract Code section 20101 ("Appeal Process");

**WHEREAS**, Public Contract Code section 20111.6 requires the District to adopt a uniform system of rating bidders based upon the basis of the completed Questionnaires;

**WHEREAS**, District staff has developed a uniform system of rating potential bidders based upon the completed Questionnaires ("Rating System");

**WHEREAS**, District staff has developed a process for potential bidders to appeal certain decisions with respect to the prequalification process ("Appeal Process");

**WHEREAS**, the District desires to adopt the Questionnaire, the Rating System, and the Appeal Process (collectively, the "Prequalification Package").

**NOW, THEREFORE,** the Governing Board of San Rafael City Schools hereby finds, determines, declares, orders and resolves as follows:

**Section 1.** That the above recitals are true and correct.

**Section 2.** That the Prequalification Package is authorized pursuant to Public Contract Code section 20111.6.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the San Rafael City Schools on this 23rd day of January, 2017 by the following vote:

AYES:

NOES:

ABSTENTIONS:

\_\_\_\_\_  
President of the Governing Board of the  
San Rafael City Schools

Attested to:

\_\_\_\_\_  
Secretary of the Governing Board of the  
San Rafael City Schools

## **PREQUALIFICATION PACKAGE**

**Due before 2:00pm, 6<sup>th</sup> day, January, 2017**

### **Contents:**

- **Exhibit "A": Prequalification Questionnaire**
  - Responsive Criteria
  - General Information
  - Essential Criteria
  - Project Experience and References
  - Business Longevity, Financial Strength and Performance
  - Safety and Subcontracting of Additional Hazardous Material Abatement
  - Certification
  - Attachment "A": Completed Stadium Projects Form
  - Attachment "B": Site Specific Criteria
  
- **Exhibit "B": Prequalification Rating System**
  - Prequalification Evaluation Procedure
  - Prequalification Evaluation Reference Form
  - Prequalification Evaluation Worksheet
  
- **Exhibit "C": Appeal Process**

### **Prequalification Questionnaire and Certification Submittal Checklist:**

- Completed Prequalification Questionnaire (including separate signed explanatory sheets, if applicable)
- Signature Under Penalty of Perjury
- Signed Description of Last/Largest Three Similar Projects
- Notarized Statement of Contractor's Bonding Capacity
- Completed Attachment "A": Completed Stadium Construction Projects
- Three Project References and Contact Information (Similar Complex New Construction Projects)
- Audited or Verified Financial Statement for Past Two Fiscal Years
- Certification: Signed Under Penalty of Perjury

**Exhibit "A"**

**Prequalification Questionnaire**

**SAN RAFAEL CITY SCHOOLS  
PREQUALIFICATION QUESTIONNAIRE AND CERTIFICATION  
FOR PROSPECTIVE BIDDERS  
FOR  
SAN RAFAEL HIGH SCHOOL ("SRHS") STADIUM PROJECT**

**Due before 2:00pm, 6<sup>th</sup> day, January, 2017**

Each prospective experienced general contractor shall be currently licensed and shall submit the following information to establish its qualifications to bid to perform construction work on San Rafael City Schools ("District") facilities, including the Project.

**The San Rafael High School ("SRHS") Stadium Project:** The Project involves new construction, and renovation of the stadium at the San Rafael High School campus, including removal of some existing features from the stadium and their replacement with improved features, including: replacement of the existing natural grass field with synthetic turf; removal of the eight-lane track and construction of a new all-weather track with nine lanes; removal of landscaping and expansion of a parking area to serve the stadium uses; replacement of stadium lights, home/visitor grandstand bleachers, concession stand, scoreboard, P/A System, fencing, storage, ticket booth, utilities, site furnishings; replacement of walkways with new ADA accessible walkways; addition of a new restroom building; addition of a new welcome plaza; and added pedestrian, security and emergency egress lighting. The Project will entail some complexity, including but not limited to, limited site access, constrained schedule and fixed occupancy date, CEQA restrictions and EIR compliance, budget constraints, traffic and neighborhood disruption mitigation, complex staging experience, preservation of trees and landscape, and experience with cultural artifacts discovery. The estimated "Bid Day" Cost of Construction of the Project is approximately eight million six hundred dollars (\$8,600,000.00).

**I. RESPONSIVE CRITERIA**

- A. Timeliness:** Prequalification Statement must be submitted on time.
- B. Completeness:** Contractor must provide all requested information.
- C. Signed Under Penalty of Perjury:** The Prequalification Questionnaire must be signed under penalty of perjury by individuals who have the authority to bind the contractor on whose behalf they are signing.
- D. Misleading/Inaccurate Information:** Any and all information provided by the contractor shall not be misleading or inaccurate in any material manner.

**II. GENERAL INFORMATION**

**A. Contractor's Information**

Firm name: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

By: \_\_\_\_\_ (Name of individual completing statement)

Date: \_\_\_\_\_

Years in business as a licensed contractor: \_\_\_\_\_

Years experience with school district, university, and/or community college district projects: \_\_\_\_\_

Years of experience with similar complex new construction projects: \_\_\_\_\_

Types of work performed with own forces: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Years in business under current firm name: \_\_\_\_\_  
\_\_\_\_\_

Years at the above address: \_\_\_\_\_  
\_\_\_\_\_

**B. Current Organization and Structure of the Business**

1. For Firms that are Corporations:

a. Date incorporated: \_\_\_\_\_

b. Type of corporation (e.g., S Corp., C Corp., LLC): \_\_\_\_\_

c. Under the laws of what state: \_\_\_\_\_

d. Provide all the following information for each person who is either: (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent (10%) of the corporation's stock. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

2. For Firms that are Partnerships:

- a. Date of formation: \_\_\_\_\_
- b. Type of partnership (e.g., general, limited): \_\_\_\_\_
- c. Under the laws of what state: \_\_\_\_\_
- d. Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

3. For Firms that are Sole Proprietorships:

- a. Date of commencement of business: \_\_\_\_\_

Name	Position	Years with Co.

4. For Firms that Intend to Bid as a Joint Venture:

- a. Date of commencement of joint venture: \_\_\_\_\_
- b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

- c. Provide all the following information for each owner of a firm that is a participant in a joint venture. Attach all additional references and/or information on separate signed sheets.

Firm Name	Name of Owner	Position	Years with Co.	% Owner-ship of Co.

**C. Associated Firms**

Identify every construction firm that the contractor or any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attach all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refer to ownership of at least ten percent (10%) of the business, or at least ten percent (10%) of the stock if the business is a corporation.

State Person's Name or "Contractor"	Name of Associated Firm	Contractor's License No.	Dates of Participation

**D. History of the Business and Organizational Performance**

1. Has there been any change in ownership of the firm at any time during the past three years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (Please check one).

Yes  No

If "yes," explain on a separate signed sheet.

2. 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. (Please check one).

Yes  No

If "yes," explain on a separate signed sheet, including the name of the related company and the percent ownership.

3. Are any corporate officers, partners or owners connected to any other construction firms? NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm. (Please check one).

Yes  No

If "yes," explain on a separate signed sheet.

4. State your firm's gross revenues for each of the past four (4) years:

Year	Gross Revenue
2015	\$
2014	\$
2013	\$
2012	\$

**E. Contractor's Licenses**

1. Contractor shall be licensed in the State of California and shall submit the following information:

- a. Name of license holder exactly as on file with the California State License Board: \_\_\_\_\_  
\_\_\_\_\_
- b. License classification(s): \_\_\_\_\_  
\_\_\_\_\_
- c. License #: \_\_\_\_\_
- d. Expiration Date: \_\_\_\_\_
- e. Number of years license holder has held the listed license(s): \_\_\_\_\_
- f. Number of years contractor has done business in California under contractor's license law: \_\_\_\_\_  
\_\_\_\_\_
- g. If your firm is a corporation or partnership, list the names of the qualifying individual(s) on file with the California State License Board who meet(s) the experience and examination requirements for each license: \_\_\_\_\_  
\_\_\_\_\_

2. Has your firm changed names or license numbers in the past five (5) years?

Yes  No

If "yes," explain on a separate signed sheet, including the reason for the change.

3. Has the California State License Board suspended the license held by your firm, its Responsible Managing Employee, or its Responsible Managing Officer within the past five (5) years?

Yes  No

If "yes," explain on a separate signed sheet, including the reason for the suspension.

**F. Contractor's Project Personnel**

The undersigned contractor hereby commits to the assignment of a full-time on-site project manager and project superintendent(s), as identified below, in the event that the contractor is awarded the project. At the time of the bid, the successful contractor shall confirm the availability of the personnel identified below. If any of the identified staff are no longer employed by the contractor at the time of bid opening, or are otherwise unavailable, the contractor's bid may be considered nonresponsive. The contractor may formally request substitution of other individuals with equivalent experience, and the District may consider them, in the District's sole discretion. However, résumés, project history, and other relevant information must be submitted by the contractor to District immediately once contractor becomes aware of a need for a replacement.

1. Full-Time, On-Site Project Manager:

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Years with firm: \_\_\_\_\_
- d. Years in current position: \_\_\_\_\_
- e. Licenses held: \_\_\_\_\_  
\_\_\_\_\_
- f. Years experience with school district, university, and/or community college district projects: \_\_\_\_\_
- g. Years performing similar complex new construction projects for community colleges/universities : \_\_\_\_\_
- h. Recent comparable project references (list at least three):

<u>Name</u>	<u>Contact</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Full-Time, On-Site Project Superintendent:

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- c. Years with firm: \_\_\_\_\_
- d. Years in current position: \_\_\_\_\_
- e. Licenses held: \_\_\_\_\_  
\_\_\_\_\_
- f. Years experience with school district, university, and/or community college district projects: \_\_\_\_\_
- g. Years performing similar complex new construction projects for community colleges/universities : \_\_\_\_\_
- h. Recent comparable project references (list at least three):

<u>Name</u>	<u>Contact</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**G. Contractor's Insurance**

- a. Insurance Information - The District will utilize the SEWUP OCIP (Owner Contracted Insurance Program) Program administered by Keenan & Associates. Pre-qualified bidders and the firm (and its subcontractors) awarded a contract for construction will be required to conform to the requirements of the OCIP Program. The OCIP program will provide coverage as follows:
  - i. General Liability: Up to \$5,000,000/occurrence and \$10,000,000 Annual Aggregate. Deductible is \$250,000/occurrence and will be paid by the party or parties responsible for the loss or damage and will not be reimbursed by the OCIP Insurance Program.
  - ii. Worker's Compensation: Project limits will conform to statutory requirements with Employer's Liability of \$1,000,000 occurrence/aggregate. Deductible is \$250,000/occurrence and will be paid by the party or parties responsible for the loss or damage and will not be reimbursed by the OCIP Insurance Program.
  - iii. Contractor's Pollution Liability: \$25,000,000 occurrence/program aggregate. Deductible is \$10,000/occurrence and will be paid by the party or parties responsible for the loss or damage and will not be reimbursed by the OCIP Insurance Program.
  - iv. Builder's Risk "Course of Construction" Insurance: Limit is based on the project value, and includes coverage for flood, earthquake and soft costs. Deductibles are \$10,000 - \$25,000/occurrence and will be paid by the party or parties responsible for the loss or damage and will not be reimbursed by the OCIP Insurance Program.
  - v. Any other insurance coverage (e.g., automobile, mold/fungi, offsite fabrication) required by the contractor, and not mentioned above will be provided by the contractor.
  - vi. Contractor furnished Comprehensive Automobile Liability, covering all owned, non-owned, and hired vehicles.

1. Insurance coverage amount(s) shall be no less than:  
\$2,000,000 combined single limit.

1. List all insurers contractor utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

a. Name of insurance company ("Insurer"): \_\_\_\_\_  
\_\_\_\_\_

b. Address of Insurer: \_\_\_\_\_  
\_\_\_\_\_

c. Name of agent: \_\_\_\_\_  
\_\_\_\_\_

d. Address of agent: \_\_\_\_\_  
\_\_\_\_\_

e. Telephone number of agent: \_\_\_\_\_

f. Years contractor has been with this Insurer: \_\_\_\_\_

g. Amounts paid out by Insurer in the past five (5) years that were in any way related to construction activities of your firm and/or any firm identified in Section B (Please provide an explanation on separate signed sheets): \$ \_\_\_\_\_  
\_\_\_\_\_

h. Insurer's "Best" rating: \_\_\_\_\_

2. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew an insurance policy for your firm? (Please circle one.)

YES

NO

If "yes," please explain on a separate signed sheet.

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**III. ESSENTIAL CRITERIA**

**A. Similar Projects**

1. Has your firm and/or any firm identified in Section II.B. and/or Section II.C. above contracted for and completed construction of a minimum of three (3) similar stadium projects for a school district or community college/university each with a minimum contract for construction of eight million dollars within the past five (5) years?

Yes  No

If yes, list both the last three (3) and largest three (3) similar stadium projects of at least five million dollars (\$5,000,000) for a school district or community college/university performed in California within the last five years.

LAST THREE SIMILAR PROJECTS			
	Owner/Project Name/Location	Date Completed	Value of Project
1			
2			
3			
LARGEST THREE SIMILAR PROJECTS			
	Owner/Project Name/Location	Date Completed	Value of Project
1			
2			
3			

2. Please attach a separate signed sheet of paper providing a description of each of the last three and largest three similar complex new construction projects for a community college/university performed in California ("Description of Last/Largest Three Similar Projects"). At a minimum, this description should address the following: (i) What did the project consist of?; (ii) What were the original time constraints and were they met?; (iii) What was the original project budget, final contract amount, and change order value?; (iv) What cost control measures were taken?

**B. Default or Bankruptcy**

Has your firm and/or any firm identified above in Section II.B. and/or Section II.C., 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

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**C. Licensure**

Has your firm and/or any firm identified in Section II.B. and/or Section II.C. above held all contractors license(s) necessary to perform its work, and have those license(s) been consistently active for at least five (5) years without revocation or suspension?

Yes  No

To prequalify for the Project, the contractor is required to possess one or more of the following State of California Contractor Licenses: A or B

**D. Disqualification, Prohibition**

Has your firm and/or any firm identified above in Section II.B. and/or Section II.C. been disqualified, debarred, forbidden, found non-responsible, or otherwise prohibited, from performing work and/or bidding on work on any project within the State of California or on work for any community college district, university, school district, or other public agency within the State of California within the past five (5) years? (Please circle one).

Yes  No

**E. Termination**

Has your firm and/or any firm identified in Section II.B. and/or Section II.C. been terminated by any owner, including any community college district, university, school district, or other public agency, on any project, including any project for a community college district, school district, or other public agency, within the State of California within the past five (5) years? (Please check one).

Yes  No

**F. Liquidated Damages**

Have liquidated damages ever been assessed against your firm and/or any firm identified in Section II.B. and/or Section II.C.?

Yes  No

If the answer is "yes," please provide such documentation on a separate signed sheet.

**G. Bonding Capacity**

Is your firm's total bonding capacity equal to or greater than the estimated "Bid Day" Cost of Construction of eight million six hundred thousand dollars (\$8,600,000.00)?

Yes  No

If the answer is "yes," please provide a notarized statement that states your firm's total bonding capacity from an admitted surety insurer that is authorized to issue bonds in the State of California.



2. Cost Control: Construction of the Project is one of the projects under the Measure B Bond Program and is subject to strict budget constraints. List completed projects or experience your firm has with similar budget constraints. For each project listed, please provide the initial contract amount, final contract amount, value of change orders and value of stop notices (attach separate sheet if additional space is needed).

Project/Cost Control Techniques: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Project & Year Completed	Contact	Initial Contract Amount	Final Contract Amount	Value of Change Orders	Value of Stop Notices
1						
2						
3						
4						

**C. Project References**

For a minimum of three similar stadium projects for a school district or community college/university listed in **ATTACHMENT "A,"** provide a reference contact name, title, email and phone number. Reference contacts must be persons directly familiar with the work of the Contractor on the project, and must be able to provide objective evaluation of Contractor's performance and project environment description.

**V. BUSINESS LONGEVITY, FINANCIAL STRENGTH AND PERFORMANCE**

The District will assign points for the following based on standardized questions that the District will ask each contractor's references:

**A. Years in Business Under Current License** \_\_\_\_\_ years

**B. Contractor's Financial Information**

Contractor must submit an audited financial statement or verified financial statement certified by an officer of the company 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 supplemental information only, and is not a substitute for the required audited or certified financial statement.

**C. Contractor's Bonding/Surety**

Contractors must fully comply with all bid conditions including, without limitation, a ten percent (10%) bid bond, a hundred percent (100%) payment bond, and a hundred percent (100%) performance bond. The contractor may substitute securities for any

monies withheld by the District to ensure performance under a contract for the Project, in accordance with the provisions of section 22300 of the Public Contract Code. Contractor's surety must be admitted and authorized to transact business as a surety in California. List all sureties utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

1. Name of bonding company (not agency): \_\_\_\_\_  
\_\_\_\_\_

2. Address of company: \_\_\_\_\_  
\_\_\_\_\_

3. Name of agent: \_\_\_\_\_

4. Address of agent: \_\_\_\_\_  
\_\_\_\_\_

5. Telephone number of agent: \_\_\_\_\_

6. Years contractor has been with this surety: \_\_\_\_\_

7. Amounts paid out by or work performed by surety in the past five (5) years that were in any way related to construction activities of contractor and/or any firm identified above in Section II.B. and/or Section II.C. (Please provide an explanation on separate signed sheets):\$ \_\_\_\_\_

8. Has your firm and/or any firm identified in Section II.B. above paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) at any time during the past five (5) years?

Yes

No

If yes, state the percentage paid. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so:  
\_\_\_\_\_ %

9. During the past five (5) years, has your firm and/or any firm identified above in Section II.B. and/or Section II.C. been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required? (Please circle one).

Yes

No

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.

**D. Non-Compliance with Applicable Laws**

1. Has your firm and/or any firm identified above in Section II.B. and/or Section II.C. been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including OSHA violations, and Labor Code violations, within the past five (5) years? (Please check one).

Yes  No

If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of incidents.

2. Has your firm and/or any firm identified above in Section II.B. and/or Section II.C. ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public entity?

Yes  No

If "yes," indicate on separate signed sheet(s), including the person(s) involved, the name of the public entity, the date of the investigation and the grounds for the finding.

3. Has your firm and/or any firm identified above in Section II.B. and/or Section II.C. ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes  No

If "yes," explain on a separate signed sheet, including the person(s) involved, the date of the conviction and the grounds for the conviction.

4. Has your firm and/or any firm identified above in Section II.B. and/or Section II.C. ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes  No

If "yes," explain on a separate signed sheet, including the person(s) convicted, the court (the county if a state court, the district or location of a federal court), the year and the criminal conduct.

**E. Environmental Citations**

Has your firm and/or any firm identified above in Section II.B. and/or Section II.C. 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?

Yes  No

If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.

**F. Workers' Compensation Experience Modification Rate**

1. State the contractor's current Workers' Compensation Experience Modification Rate: \_\_\_\_\_

2. State the contractor's Workers' Compensation Experience Modification Rate for the past five (5) years (including any firm identified in Section II.B., above):

Year	Modification Rate

3. Within the past five (5) years, has there been a period when your firm and/or any firm identified in Section II.B. above had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes  No

If yes, indicate on separate sheet(s) of paper the date(s) and reason(s) for the absence of workers' compensation insurance.

4. Within the past five (5) years, has your firm, or any firm identified in Section B above, been cited for any OSHA violations?

Yes  No

If yes, please explain on a separate signed sheet.

**G. Experience with Project Labor Agreements (Provisional)**

Does your firm and/or any firm identified above in Section II.B. and/or Section II.C. have experience working under project labor agreements/project stabilization agreements?

Yes  No

If yes, please explain on a separate signed sheet.

**H. CEQA**

Does your firm and/or any firm identified above in Section II.B. and/or Section II.C. have experience working on Projects subject to strict compliance with requirements set forth in a project Environmental Impact Report, including mitigation measures?

Yes  No

If yes, please explain and describe the specific EIR requirements complied with on a separate signed sheet.

**VI. SAFETY AND SUBCONTRACTING OF ADDITIONAL HAZARDOUS MATERIAL ABATEMENT:**

The Owner has made reasonable efforts to abate and mitigate hazardous materials in the areas of this project. Should additional hazardous materials be discovered during demolition, does Contractor have experience and qualifications for subcontracting abatement on an as-needed, quick response basis?

Yes  No

If yes, please provide project names in which Contractor was responsible for additional, 'on-call' abatement subcontracting: \_\_\_\_\_

\_\_\_\_\_

**VII. 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 an officer of the contractor: \_\_\_\_\_

By: \_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

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**ATTACHMENT "A"**

**Completed Stadium Projects**

1. Project Name/Identification:

- a. Name of contractor/entity performing work: \_\_\_\_\_  
\_\_\_\_\_
- b. Project owner: \_\_\_\_\_  
\_\_\_\_\_
- c. Project architect (name and telephone number): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- d. Project Name, Type, and Scope of Work: \_\_\_\_\_  
\_\_\_\_\_
- e. Project address/location: \_\_\_\_\_  
\_\_\_\_\_
- f. Original completion date: \_\_\_\_\_  
\_\_\_\_\_
- g. Date completed: \_\_\_\_\_  
\_\_\_\_\_
- h. Describe measures taken to adhere to scheduling requirements:  
\_\_\_\_\_  
\_\_\_\_\_
- i. Initial contract value (as of time of bid award): \_\_\_\_\_  
\_\_\_\_\_
- j. Total value of stop notices: \_\_\_\_\_
- k. Total value of change orders: \_\_\_\_\_
- l. Final contract value: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- m. Describe cost control measures taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- n. Were liquidated damages assessed (If yes, explain): \_\_\_\_\_  
\_\_\_\_\_

o. Contact for verification and reference (name, title, email and telephone number) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

p. Describe scope of staging performed and specific staging requirements complied with: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

q. Describe any additional special circumstances of the project similar and relevant to the Project (i.e., project labor agreements, CEQA requirements, site specific conditions, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

r. Did the project owner, architect, or construction manager file claim(s) in an amount exceeding \$50,000 against you or your firm, or did you or your firm file claim(s) in an amount exceeding \$50,000 against a project owner, architect, or construction manager? (Please check one).

Yes

No

If yes, explain and indicate on separate signed sheet(s) the project name(s), claim(s), and date(s) of claim(s).

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

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## **ATTACHMENT "B"**

### **Site Specific Criteria and Current Restrictions**

1. Cost Control:

- Construction of the Project is one of the projects under the Measure B Bond Program and is subject to strict budget constraints.
- The estimated "Bid Day" Cost of Construction for the Project is eight million six hundred thousand dollars (\$8,600,000).

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**Exhibit "B"**

**Prequalification Rating System**

**SAN RAFAEL CITY SCHOOLS  
PREQUALIFICATION QUESTIONNAIRE AND CERTIFICATION  
FOR PROSPECTIVE BIDDERS  
FOR  
SAN RAFAEL HIGH SCHOOL ("SRHS") STADIUM PROJECT**

\_\_\_\_\_, 201\_\_

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

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### III. ESSENTIAL CRITERIA

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

#### A. Similar Projects

Has the Contractor contracted for and completed a minimum of three (3) similar 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)

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**IV. PROJECT EXPERIENCE AND REFERENCES**

**A. ATTACHMENT "A", Completed Stadium Projects**

To be completed on Evaluation Worksheet.

**B. Site Specific Criteria**

1. Scheduling Criteria:

a. Fixed Occupancy Date, Limited Extensions Schedule: Does Contractor have experience with stadium projects with similar schedule constraints, and if so, was Contractor able to meet the schedule?

Yes  No

b. 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. High Traffic, Limited Site Access: Does Contractor have experience with stadium projects located near a high traffic intersection with limited site access?

Yes  No

Numerical Rating: \_\_\_\_\_ points (out of 10 possible points)

3. Tree Preservation: Does Contractor have experience with construction projects requiring preservation of heritage and other trees?

Yes  No

Numerical Rating: \_\_\_\_\_ points (out of 5 possible points)

4. Neighborhood Noise and Disruption Mitigation: Does Contractor have experience with stadium projects where noise and neighborhood disruption were concerns and mitigation measures were required?

Yes  No

Numerical Rating: \_\_\_\_\_ points (out of 10 possible points)

5. Cultural Artifacts Discovery: Does Contractor have experience with procedures for handling discovery of cultural artifacts in connection with new construction projects?

Yes  \_\_\_\_\_ No

Numerical Rating: \_\_\_\_\_ points (out of 5 possible points)

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

Yes  \_\_\_\_\_ No

Numerical Rating: \_\_\_\_\_ points (out of 20 possible points)

7. Coordination: Has contractor demonstrated adequate and effective measures are in place for coordination and supervision of subcontractors that are conducive to the demands of the specific Project phase and environment?

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 similar stadium 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 140 points TOTAL POINTS or higher to qualify.

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**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:

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## 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.**

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### 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.**

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### 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.**

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- 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.**

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- 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.**

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- 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.**

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- 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.**

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- 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.**

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- 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.**

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- 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.**

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**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
<b>1. Planning and Coordination of Work</b>	0	5	10	15	
<b>2. Quality of Work</b>	0	1	3	5	
<b>3. Performance and Accountability</b>					
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	
<b>Total</b>					
<b>Maximum Possible</b>	0	10	25	40	

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**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. Size of Completed Similar Projects** (30 possible points = 15% of score)  
*(See Section III.A of Questionnaire and Attachment A)*

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

2 Completed Projects larger than \$9 million	=	30 Points
3 Completed Projects larger than \$7 million	=	25 Points
3 Completed Projects larger than \$5 million	=	22 Points
3 Completed Projects larger than \$4 million	=	20 Points

\_\_\_\_\_ Points

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

- B. Site Specific Criteria** (90 possible points = 45% of score; rate Contractor in each category)  
 These criteria are particularly 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 high traffic, limited site access	=	10 Points	_____ Points
Experience with tree preservation	=	5 Points	_____ Points
Experience with neighborhood noise and disruption mitigation	=	10 Points	_____ Points
Experience with cultural artifacts discovery	=	5 Points	_____ Points
Experience with cost control measures	=	20 Points	_____ Points
Experience with Effective Subcontractor Coordination and Supervision Measures	=	20 Points	_____ Points

- C. References** (40 possible points = 20% 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
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**V. Business Longevity, Financial Strength, Performance** (40 possible points = 20% 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** (See Section V.G. of Questionnaire – 5 possible points)

10 Projects	=	5	Points
5 Projects	=	3	Points
0 Projects	=	0	Points

\_\_\_\_\_ Points

**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

<b>Maximum Points:</b> = 205
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TOTAL POINTS

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## **Exhibit "C"**

### **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.

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