



**Ravenswood City School District  
PREQUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**

Ravenswood City School District ("District") has determined that contractors and subcontractors on future projects (collectively, "Contractor(s)" or "Firm(s)") must be prequalified prior to submitting a bid or proposal on a project. This form must be completed by:

- All Contractors with an **A or B** license that intend to bid as a general contractor directly to the District.
- All Subcontractors with a C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, or C-46 license that intend to subcontract with a prime contractor on District projects.

**Form Submission.** Contractors must complete this District form; no other prequalification documents submitted by a Contractor will meet the District's requirements. All Contractors shall submit completed questionnaires and financial statements as follows:

| Location   | Date   |
|--|--|
| TELACU Construction Management<br>2120 Euclid Street<br>East Palo Alto, CA 94303-1799<br>Attn: <u>Norine Bruno</u> | Subcontractors <u>and</u><br>General Contractors<br><br>Friday, January 14, 2019 at 2:00PM |

**Contractor List.** The District will provide a list of prequalified general contractors and electrical, mechanical, and plumbing contractors to all prequalified Contractors at least five (5) business days prior to the date for submission of any response to a District bid or other solicitation covered by this prequalification.

**References.** The District reserves the right to contact any representative at Contractor's previous projects to gather information about the Contractor and/or to base the District's prequalification determination on a scoring of Contractor's references' responses to questions.

**Project Size.** The District reserves the right to prequalify a Contractor up to a maximum project size of \$20 Million.

**Updates.** Contractors who are prequalified must update their prequalification questionnaire if or when Contractor's status or information changes. The District reserves the right to adjust, suspend, or rescind the prequalification rating of any Contractor based on subsequently learned information. **Prequalification of a prospective bidder does not preclude District's subsequent consideration of a prequalified bidder's responsibility on factors other than financial qualifications.**

**Non-responsiveness.** A Contractor's prequalification questionnaire may be deemed nonresponsive if, without limitation, the Contractor's prequalification questionnaire is not returned on time, does not provide all requested information, is not signed under penalty of perjury by an individual who has the authority to bind the Contractor, is not updated as required or is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported).



Ravenswood City School District

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**Rejection/Waiver/Request.** The District reserves the right, in its sole discretion, to reject any or all prequalification questionnaires, to waive irregularities in any prequalification questionnaire or to request further information or documentation from any Contractor.

**Public Records.** Although the names of Contractors seeking prequalification may be public information, pursuant to, without limitation, Public Contract Code sections 20111.5(a) and 20111.6(b), each Contractor's questionnaire and financial statements "shall not be public records and shall not be open to public inspection." However, the contents of Contractor's prequalification questionnaires and financial statements may be disclosed to third parties for purposes of clarification or investigation of material allegations or in any appeal process.

**Appeal.** A Contractor may appeal the District's decision. If a Contractor decides to appeal the District's prequalification decision, it must follow the following procedure:

1. Contractor shall submit, in writing, within five (5) working days from District's determination, a request for a written response from the District to explain the District's determination.
2. Within five (5) 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 and all information that it believes supports a finding that District's determination should be changed.
3. Within five (5) working days from the District's written response after the meeting, Contractor may submit, in writing, a request that the District's finding be submitted to the District's Governing Board ("Board"), at which time the Contractor may address the Board.
4. **FAILURE OF A CONTRACTOR TO TIMELY FOLLOW ALL APPEAL STEPS SHALL BE A WAIVER OF THE CONTRACTOR'S RIGHT TO APPEAL THE DISTRICT'S DECISION.**

**Basis for Prequalification.** Please refer to **PREQUALIFICATION EVALUATION** section that indicates the scoring system.



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**PREQUALIFICATION QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**

\_\_\_\_\_, 20\_\_\_\_

**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):

Responsible Managing Officer (RMO) or Employee (RME) for Contractor:

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? *Circle one:* 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. *Circle one:* 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. *Circle one:* 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):

\_\_\_\_ Individual

\_\_\_\_ Sole Proprietorship



- ☐ Partnership  
☐ Limited Partnership  
☐ Corporation, State: \_\_\_\_\_  
☐ Limited Liability Company  
☐ 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: |  |  |
|  |  |  |
| 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):   |  |    |
|  |  |    |
| 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"> <li>• <b>Four (4)</b> California K-12 public school district construction projects</li> <li>• Each with a value of: <ul style="list-style-type: none"> <li>○ At least <b>\$1,000,000</b></li> </ul> </li> <li>• All within the past <b>five (5) years?</b> (Please circle one).</li> </ul> <p><b>NOTE:</b> You <b>must</b> list these projects in the "Contractor Project References" Section.</p> | YES NO<br>NO = cannot prequalify  |
| 2. Does your Firm currently hold all contractors license(s) necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension? (Please circle one).   | YES NO<br>NO = cannot prequalify  |
| 3. Has your Firm or an Associated Firm been debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years? (Please circle one).   | YES NO<br>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 five (5) 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<br>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"> <li>(1) Bidding for, awarding of, or performance of a contract with a public entity;</li> <li>(2) Making a false claim(s) to any public entity; or</li> <li>(3) Fraud, theft, or other act of dishonesty</li> </ul> to any contracting party within the past <b>ten (10) years?</b> (Please circle one).                     | YES NO<br>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"> <li>(1) Take over or complete a project,</li> <li>(2) Supervise the work of a project, or</li> <li>(3) Pay amounts to third parties,</li> </ul> related to construction activities of your Firm or an Associated Firm within the past five (5) years? (Please circle one).  | YES NO<br>YES = cannot prequalify |



If you answered:

"NO" to questions 1-2 or

"YES" to questions 3-6, then STOP.

You are not eligible for prequalification at this time.



### Scored Questions

|  |                      |
|--|----------------------|
| 1. Has your Firm submitted change order requests for additional time based on allegedly inadequate plans and specifications for a project with either a public or private owner within the past five (5) years?<br><br>(Please circle one).<br><br>If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).  | <u>YES</u> <u>NO</u> |
| 2. 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?<br><br>(Please circle one).<br><br>If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).  | <u>YES</u> <u>NO</u> |
| 3. Has your Firm's Workers' Compensation Experience Modification Rate exceeded 1.0 at any time for the past five (5) premium years?<br><br>(Please circle one).<br><br>If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).   | <u>YES</u> <u>NO</u> |
| 4. 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).<br><br>If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).  | <u>YES</u> <u>NO</u> |
| 5. Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years?<br><br>(Please circle one).<br><br>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).  | <u>YES</u> <u>NO</u> |
| 6. Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years?<br><br>(Please circle one).<br><br>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. | <u>YES</u> <u>NO</u> |
| 7. 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 five (5) years?<br><br>If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).  | <u>YES</u> <u>NO</u> |



|     |   |                      |
|-----|---|----------------------|
| 8.  | Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years?<br><br>If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).   | <u>YES</u> <u>NO</u> |
| 9.  | Has CAL OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past five (5) years?<br><br>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.  | <u>YES</u> <u>NO</u> |
| 10. | Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years?<br><br>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. | <u>YES</u> <u>NO</u> |
| 11. | Has your Firm or an Associated Firm been found non-responsible by any public agency within California within the past five (5) years?<br><br>If "yes," indicate on separate signed sheet(s) the project name(s), agency, provide detailed information to explain why your firm was found non-responsible.   | <u>YES</u> <u>NO</u> |





## CONTRACTOR PROJECT REFERENCES

List **ALL** projects in which your Firm has participated as a contractor or subcontractor during the past **five (5) years** with a Firm contract value of more than **\$1,000,000**.

- You may limit your response to the ten (10) most-recently completed projects, but you **must** include at least the four (4) most recent California K-12 public school projects with a contract value of more than \$1,000,000 performed by your Firm.
- 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: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

Original completion date: \_\_\_\_\_

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

Initial contract value (as of time of bid award): \_\_\_\_\_

Final contract value: \_\_\_\_\_

Did the project include constructing or modernizing an earthquake resistant building? \_\_\_\_\_

## 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: \_\_\_\_\_



**Ravenswood City School District  
PREQUALIFICATION EVALUATION**

Name of Contractor: \_\_\_\_\_, 20\_\_

**1. Confirm Contractor has passing answers for the "Pass/Fail Questions (Essential Criteria)."**

**Note:** For the first question (regarding the number and size of previous K-12 projects) confirm that the Contractor has listed the projects that satisfy this requirement in the "Contractor Project References" section.

**2. Confirm Contractor has submitted the required financial statements.** If not, notify Contractor in writing that its prequalification questionnaire is non-responsive for failing to include the required financial statements.

**3. Score the "Scored Questions."**

| Topic/Question                | Yes/No | Notes |
|-------------------------------|--------|-------|
| 1. Liquidated Damages         |        |       |
| 2. Insurer Pay                |        |       |
| 3. EMR                        |        |       |
| 4. Workers' Comp.             |        |       |
| 5. Bankruptcy                 |        |       |
| 6. Denied Bond                |        |       |
| 7. Filed Claims               |        |       |
| 8. Labor Code Citations       |        |       |
| 9. OSHA Citations             |        |       |
| 10. Prevailing Wage Penalties |        |       |
| 11. Non-Responsible           |        |       |
| <b>Total "No's"</b>           |        |       |

**5. Scoring.**

- If you are prequalifying based only on the written Scored Questions, a Total Score from the "Scored Questions" of seven (7) "No's" will prequalify this Contractor.
- If you are calling references for ALL Contractors, then a total passing score of the written Scored Questions plus the score from the references at or above 14 may prequalify this Contractor.

**Sample "Averaging" Worksheet for 3 reference calls per Contractor – 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   |  |
| <b>Total</b>   |  |
| <b>Total divided by 10</b>   |  |
| Add this number to the Total Score from the written Scored Questions to determine if the Contractor is prequalified. |  |



**Ravenswood City School District**

**PREQUALIFICATION EVALUATION – REFERENCE FORM**

Name of Contractor: \_\_\_\_\_, 20\_\_\_\_

If the District calls references for ALL contractors, the District should:

1. Fill out the information in Section I and then call the contact person.
2. Ask the questions in Section II. Ensure that you obtain the information regarding whether the Contractor's performance in that area was unsatisfactory, below average, average or above average.
3. Complete section III with the above 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.
4. Use a separate "PREQUALIFICATION EVALUATION – REFERENCE FORM" for each call and then average the scoring to obtain a score for each Contractor.
5. To the extent possible, make the same number of reference calls for each Contractor (2, 3, 4, etc.).

**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:     |



## Section II – Telephone Interview Questions

1. **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 on a scale of one to ten.**

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2. **Scheduling.** Rate the Contractor's performance with regard to adhering to project schedules. Did the Contractor meet the project schedule? If not, was the delay attributable to the Contractor? **Please rate the Contractor with respect to scheduling on a scale of one to ten.**

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3. **Subcontractor (Project) Management.** Rate the Contractor's ability to manage and coordinate subcontractors (if no subcontractors, rate the Contractor's overall project management). Was the Contractor able to effectively resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to project management on a scale of one to ten.**

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4. **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. Did the contractor submit change orders based on allegedly insufficient plans and specifications exceeding five percent (5%) of your original bid amount? **Please rate the Contractor with respect to change orders on a scale of one to ten.**

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5. **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. **Please rate the Contractor with respect to working relationships on a scale of one to ten.**

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6. **Paperwork Processing.** Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, DSA-required documentation, 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 on a scale of one to ten.**

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7. **Responsiveness.** Rate the Contractor's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Contractor respond to inquiries promptly and substantively? If not, provide specific examples. **Please rate the Contractor with respect to responsiveness on a scale of one to ten.**

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8. **On-Site Contractor Staff.** Rate the Contractor's on-site staff relating to their management of the site, communication and interaction with District staff, and familiarity with project scope and status. **Please rate the Contractor's on-site staff on a scale of one to ten.**

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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: \_\_\_\_\_

| Category                      | Scoring summary (0-10 points for each category). |
|-------------------------------|--|
| 1. Quality of Work            |  |
| 2. Scheduling                 |  |
| 3. Project management         |  |
| 4. Change orders              |  |
| 5. Working relationship.      |  |
| 6. Paperwork processing       |  |
| 7. Responsiveness             |  |
| 8. On site staffing           |  |
| Total Score For This Project: |  |