

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS
 DATE: 6/19/15
 Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS
 COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

369



FROM: Economic Development Agency

SUBMITTAL DATE:
 June 18, 2015

SUBJECT: Riverside Mental Health Crisis Service Center – Approval of Pre-Qualification Package for Prime Contractors and Approval of Plans and Specifications for Demolition, District 1, [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Economic Development Agency (EDA) to issue the attached Prime Contractors Bid Pre-Qualification Package for the purpose of establishing a list of Pre-Qualified Contractors for formal bids;
2. Approve and adopt the attached Contractors Bid Pre-Qualification Package, including the statement on system of rating bidders;
3. Approve the plans and specifications for the demolition of the existing buildings located at 9890 County Farm Road, Riverside, California to make way for the construction of the new Riverside Mental Health (MH) Crisis Service Center buildings in their place and authorize the Clerk of the Board to advertise for bids; and

(Continued)

[Signature]

Robert Field
 Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: N/A
Budget Adjustment: No
For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE
 BY: *[Signature]*
 Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: 3-12 of 5/12/15; 3-14 of 9/23/14; 3-40 of 6/17/14
District: 1
Agenda Number: 3-16

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Economic Development Agency

FORM 11: Riverside Mental Health Crisis Service Center – Approval of Pre-Qualification Package for Prime Contractors and Approval of Plans and Specifications for Demolition, District 1, [\$0]

DATE: June 18, 2015

PAGE: 2 of 2

RECOMMENDED MOTION: (Continued)

4. Delegate project management authority for the project to the Assistant County Executive Officer/EDA in accordance with applicable Board policies.

BACKGROUND:

Summary

On September 23, 2014, the Board of Supervisors approved the professional services agreement for architectural services between the County of Riverside and Lee, Burkhart, Liu, Inc., now Perkins Eastman Architects, for the Riverside MH Crisis Service Center project.

On May 12, 2015, the Board of Supervisors approved a contract with Tilden-Coil Constructors, Inc. to provide construction management multi-prime (CMMP) services for the project. As part of the CMMP, Tilden-Coil and EDA are in the process of advertising a Pre-Qualification of Prime Contractors for formal bids for the Riverside MH Crisis Service Center project. This process will result in a list of pre-qualified prime contractors for various trades that will be utilized for the MH Crisis Center project. The contractor's formal bid pre-qualification status will remain current one year from the time the contractor is deemed qualified. EDA seeks to utilize the various pre-qualified contractors for other county projects that are constructed through the design-bid-build delivery process.

It is recommended that the Board approve the Contractor's Formal Bid Pre-Qualification Package Instructions. Following a review of the pre-qualifications and the completion of the initial review process, EDA will return to the Board under separate cover to establish the Pre-Qualified Prime Contractor list for approval. These firms would be invited to submit bids for the construction projects for the county for up to one year following pre-qualification.

The demolition plans and specifications for the project are now complete; therefore EDA requests approval to solicit bids to demolish the three existing buildings to make way for the new Riverside MH Crisis Service Center. EDA will return to the Board under separate cover to approve the project budget and execute any project related agreements.

Impact on Citizens and Businesses

The Riverside MH Crisis Service Center project will provide a positive impact to the community by providing crucial crisis mental health services. These services are a component of the department's system of care aimed at improving the health and safety of consumers and the community. Approval of the pre-qualification of prime contractors will position the county to expedite the construction of various county wide projects by hiring responsible and responsive contractors with experience in the selected trades.

Attachments:

Specifications for the Mental Health Facility Demolition
Contractors Bid Pre-Qualification Package Instructions

**COUNTY OF RIVERSIDE
CONTRACTOR'S FORMAL BID PREQUALIFICATION PACKAGE INSTRUCTIONS**

REQUEST FOR PREQUALIFICATION OF CONTRACTORS FOR FORMAL BIDS Each contractor wishing to bid as a prime contractor for projects for the County of Riverside ("County") requiring formal sealed bids must fully complete this questionnaire and provide all materials requested herein. The contractor's formal bid prequalification status will remain current one year from the time Contractor is found qualified.

The following trade licenses are required to be prequalified prior to submitting a sealed bid for a project as a prime bidder.

License Required	Trade Description
A	General Engineering
B	General Contractor
B	Rough Carpentry/Wood Framing
C2	Acoustical and/or Insulation
C6	Casework
C8	Concrete
C9	Metal Stud/Drywall
C7 or C10	Low Voltage / Audio Visual
C10	Electrical
C13	Fencing/Gates
C15	Flooring
C16	Fire Sprinklers
C17	Glazing
C20	Mechanical (HVAC)
C21 and/or C22	Demolition/Hazardous Material Abatement
C27	Landscaping and Irrigation
C28 or D28	Doors/Frames/Hardware
C29	Masonry
C33	Painting
C35	Plaster
C36	Building Plumbing
A or C36	Site Utilities
C39	Roofing
C43	Sheet Metal
C51	Structural/Misc. Steel
C54	Ceramic Tile

The County reserves the right to update a contractor's rating based on subsequently learned information. Contractors whose rating changes are sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a prequalification rating. The contractor will receive advance notice from the County of upcoming projects for which it has been deemed prequalified to bid. The Contractor may choose to formally bid any or all of the projects for which it is prequalified.

Answers to questions contained in the Contractor's Prequalification Package attached to these Instructions are required, including a complete statement of contractor's financial ability and experience in performing public construction projects. The County reserves the right to check other sources available.

While the County intends to use the formal bid prequalification process to assist in determining contractor qualifications prior to formal bid, neither the fact of prequalification, nor any prequalification rating, will preclude the County from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Submitted formal bids will determine the lowest responsive and responsible bidder.

In addition to disqualification for failure to meet the County's criteria, a contractor may be automatically disqualified for any one of the following: (1) omission of requested information; (2) falsification of information; (3) excessive stop notices and/or prevailing wage violations; (4) debarment by the Division of Labor Standards Enforcement; (5) default on a contract that has caused a surety to suffer a loss in the past five (5) years; (6) failure to complete a public works contract due to default of the contractor; (7) declaration of bankruptcy or placement in receivership within the past seven (7) years.

The questionnaire responses and financial statements are not public records and are not open to public inspection pursuant to Public Contract Code 20101. All information provided will be kept confidential to the extent permitted by law. The contents may be disclosed, however, to third parties for purpose of verification, investigation of substantive allegations, or in the appeal hearing. The County reserves the right to reject any and all prequalification questionnaires, to waive any irregularities in the information contained therein, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a project, or a separate prequalification procedure will be used for a specific project.

Each questionnaire must be signed under penalty of perjury by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the County and provide updated accurate information in writing and under penalty of perjury.

SUBMISSION OF COMPLETED STATEMENTS

Mail completed Contractor's Statement of Experience and Financial Condition along with the following (see Contractor's Prequalification Package attached to these Instructions):

- Reviewed Financial Statement
- Letter of Bondability
- Certificate of Insurance issued to County
- Accountant's Release Letter
- Letter of Credit (optional)

Please Mail To: (Name/Title)
(Address)
(City, State, Zip)

Please mark envelope "Confidential - County of Riverside Prequalification -

Questions: (Name/Title)
(E-Mail Address)
(Phone #)

PRELIMINARY QUESTIONS – Should I fill out Contractor's Prequalification Package attached to these Instructions?

The following are screening statements which should be used to determine whether or not you pass the test to take part in the formal bid prequalification process.

You must be able to answer "YES" to each statement below.

- 1. I am bidding as the prime contractor.**
- 2. I am appropriately licensed, insured and bondable.**
- 3. I have a reviewed financial statement that is less than twelve (12) months old.**
- 4. I have completed at least three (3) public building projects within the last five (5) years.**
- 5. I am eligible to bid a public works contract per Section 1777.1 of the Labor Code.**

If you can answer yes to all of the above statements, you may proceed with submission of Contractor's Prequalification Package attached to these Instructions.

COUNTY OF RIVERSIDE PREQUALIFICATION PROCESS

Contractors choosing to qualify for more than one Trade must submit separate references per trade. For an example, if the general contractor has a B, C7, and C8 licenses, contractor must submit a list of references for the B related work, a list of references for the C7 related work, and a list of references for the C8 related work. Each one will be reviewed on its own merit. Only provide experience information in each qualification package relative to that particular license/trade including the contract amounts.

Contractor's prequalification application shall include:

- (1) Contractor's Statement of Experience
- (2) Appropriate California Contractor's License
- (3) Contractor's Financial Condition and Bondability
- (4) Certificate of Insurance
- (5) Certificate of Licensed Public Accountant
- (6) Accountant's Release Letter
- (7) Affidavit

Only one (1) copy of the prequalification package is required to be submitted. A new and current submittal shall be required each year. Additionally, the County may, at any time, specifically request a new statement, in which case, the contractor must comply within thirty (30) days, or the rating on file may, at the discretion of the County, be considered expired. A contractor may also file new statements at more frequent intervals if there is a substantial change in the contractor's financial status, and a new rating based on the latest statement will be issued. In no case will prequalification remain in effect longer than the calendar year for which contractor is qualified. The following items must be provided or the formal bid prequalification submittal will not be accepted.

FINANCIAL INFORMATION

A. Reviewed Statement Requirements

Contractor is required to submit a reviewed or audited financial statement with all qualification packages.

B. Financial Capacity

A financial rating will be based on ten times working capital (current assets less current liabilities). A financial rating may be augmented by submission of a Letter of Credit on the form included on Page 15 of the Contractor's Prequalification Package attached to these Instructions. If a Letter of Credit is submitted, the Letter of Credit shall be added to the initial working capital calculation such that the calculation for the augmented working capital shall be $WC = (((CA-CL) \times 10) + LOC)$.

Particular attention is called to the fact that the certificate of the certified public accountant must express an unqualified opinion in order to receive a "financial capacity" qualification. Working capital is an important factor in determining the bidding capacity of a contractor; therefore, the accountant must furnish, by a supplementary schedule or as a part of the accountant's certificate, any information not specifically called for by the statement which, in the accountant's opinion, might properly be taken into consideration.

C. Accountant's Certificate and Release

The certificate of a certified public accountant will be required for all audited/reviewed financials. The forms of certificate for both an audit and a review are included on Page 13 of the Contractor's Prequalification Package attached to these Instructions. Use whichever is appropriate to your submittal. It will be acceptable for the accountant to submit a certificate in the accountant's own words. However, such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the County.

Accountant's Release Letter will be required. The responsible accountant must verify the validity of the applicant's financial statement. Use the form included on Page 14 of the Contractor's Prequalification Package attached to these Instructions.

D. Term of Financial Statements

The financial information is valid for a period of one (1) year after the date of submission. Statements will be held on file until contractor's prequalification package is eighteen (**18**) months old at which time it will be destroyed. The County reserves the right to reject statements in which the financial information is more than one (1) year old. All applicable portions of the form should be completed with schedules attached if the space provided does not suffice.

EXPERIENCE REQUIREMENTS (Weighted Average)

General contractor's experience must include the successful completion of at least three (3) public projects within the last five (5) years.

Trade contractors must include the successful completion of at least three (3) public projects within the last five (5) years.

Contractor's "Experience Limit" shall be the average contract price for contracts completed in the State of California in the past five (5) years. For example - Project 1 contract value of \$16,275,110, plus Project 2 contract value of \$14,370,260, plus Project 3 contract value of \$11,543,980 equals an average contract value of \$14,063,116. This figure is rounded to the nearest \$100,000 for an Experience Limit of \$14,100,000. This process only provides the Experience Limit and does not necessarily set the final rating.

INSURANCE

A minimum combined commercial general single limit liability insurance policy of \$2,000,000 or an amount equal to or greater than the coverage identified in the County's bid documents, whichever is greater, is required. A Certificate of Insurance must be issued to the County of Riverside which states levels and dates of coverage and meets the other requirements of the County's bid documents.

BONDABILITY

The bonding surety is required to be an admitted surety in the State of California. The surety will be contacted to confirm willingness to bond to a particular limit. It is required that the contractor include an **original** and **notarized** letter of bondability from the surety indicating its support levels.

In the event that the contractor is unable to obtain a letter of bondability in the time prescribed by the County, the contractor may be suspended from the formal bid prequalified contractors' list and not be allowed to bid on County projects requiring formal bid until proof of bondability is provided.

AFFIDAVIT

An affidavit as to the veracity, accuracy and completeness of the Contractor's Prequalification Package being submitted must be completely executed **under penalty of perjury** by an authorized agent of the company. Use the form included on Page 17 of the Contractor's Prequalification Package attached to these Instructions.

NOTIFICATION OF PREQUALIFICATION RESULT

Completed prequalification forms should be submitted for contractors to be placed on the County's list of formal bid prequalified contractors for upcoming projects. Contractors will be notified of their prequalification rating as soon as possible. Bids can only be accepted from an entity that has an acceptable qualification rating in place prior to a bid advertisement date.

The prequalification process can take several months to complete. Please factor in this time frame when prequalifying to ensure adequate time to review and approve the prequalification packages prior to the submission of your firm's bid.

PROCEDURE FOR APPEAL OF PREQUALIFICATION RESULTS

If the contractor chooses to challenge a prequalification rating, the contractor shall first request a hearing by providing a written request within five (5) working days after notification of prequalification rating. The written request shall set forth in detail all grounds for the request including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the request; any matters not set forth in the written request shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence. If no timely request for review is filed, the determination shall be final and all rights of the contractor to challenge the County's decision, whether by administrative process, judicial process, or any other legal process or proceeding shall be waived.

If the contractor files the request for review within the time limit, the County's staff and/or County representative shall schedule a time for a meeting to allow the contractor to rebut any evidence used as a basis for the rating and to present evidence as to why the contractor should be determined to be qualified to formally bid. The County's staff shall then review the contractor's evidence and subsequently notify contractor regarding whether the contractor is determined qualified to formally bid.

If the contractor chooses to challenge the County staff's determination regarding contractor's prequalification rating after presenting evidence as described above, the contractor may then, within five (5) working days of being notified of County staff's determination, request that the County establish a three (3) member committee for a hearing to review the facts and reconsider the prequalification rating. The contractor or his/her representative will be invited to appear in person to bring before the committee any information identified in the appeal. The contractor will then be released from the meeting and the committee members shall consider whether or not to recommend a change in the contractor's rating. The committee shall render a recommendation to the Deputy Director – County of Riverside – Economic Development Agency (EDA) who shall issue a final and binding decision.

County counsel may be in attendance or on call during the appeal. The contractor will be faxed notification of the Deputy Director – County of Riverside – Economic Development Agency (EDA) decision at least 24 hours prior to bid opening if possible.

**COUNTY OF RIVERSIDE
CONTRACTOR'S FORMAL BID PREQUALIFICATION PACKAGE
2015**

**CONTRACTOR'S STATEMENT OF EXPERIENCE
AND FINANCIAL CONDITION**

SECTION 1 - GENERAL INFORMATION

General Contractors or General Engineering Contractors choosing to qualify for more than one Trade **must submit separate** lists of references for each trade. Only provide reference information applicable to the relative trade for prequalification. Each one will be reviewed on its own merit.

Contractor: _____ Union _____ Non Union _____
(name as it appears on license)

Contact Person: _____ Check One: Corporation _____

Title: _____ Email: _____ Partnership _____

Address: _____ Sole Prop. _____

(Street Address)

Joint Ven. _____

(City, State, Zip Code)

Phone: (____) _____ Fax: (____) _____

License No. _____ Class(es): _____ Exp. Date: _____

Trade for Qualification _____ License _____

DIR Registration No. _____ Exp. Date: _____

Have you ever been licensed in California under a different name or different license number?
____Yes ____No -- If yes, list all name(s) and license number(s) on a separate sheet.

County Use Only:

Verified by _____ Date _____

License Verified: Yes _____ No _____

Tax ID Number: _____ Date Business Formed: _____

Please check the following if they apply to your firm:

- _____ DVBE Certified
- _____ Large Business (500 or more employees)
- _____ Small Business (Under 500 employees)
- _____ Disadvantaged Business (Minority Owned)
- _____ Woman-Owned & Operated
- _____ Sheltered Workshop
- _____ Local (Office located within the County of Riverside)

1. In the past 10 yrs., what other business have the principal or corporate officers been involved in?
(List on a separate signed page if not enough space.) _____

2. Has there been any recent change in control of the company? (If yes, explain on separate signed page.) _____ Yes _____ No

3. Is the company or its owners connected with any other companies as a subsidiary, parent, holding or affiliate? (If yes, explain on separate signed page, listing companies, business addresses, and phone numbers.) _____ Yes _____ No

4. Corporate Officers - Partners - Proprietor - Owners - Key Personnel:

Name	Position	Years W/Firm	% of Ownership	Social Sec. #

5. If a corporation: Date incorporated _____ State _____

6. If a partnership: Date of organization _____ State _____
 ___ General ___ Limited ___ Association

7. In what type of construction do you specialize? _____

8. List annual gross income for last three (3) years: Year: _____ \$ _____
 Year: _____ \$ _____
 Year: _____ \$ _____

9. Are you currently prequalified with any other counties or public agencies in Southern California?

_____ Yes _____ No If yes, list the County and dollar rating:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

I hereby authorize the County of Riverside ("County") or a representative of the County to contact the Agencies above to discuss my rating/prequalification and to obtain any information necessary to verify my company's fitness for prequalification to formally bid on Public construction projects.

Signed: _____ Date: _____

Name/Title: _____

SECTION 2 – QUESTIONS

A. ESSENTIAL EVALUATION CRITERIA

		Y E S	N O
1.	Contractor possesses a valid and current California Contractor's license for the project(s) for which it intends to submit a bid and has possessed such license for at least the last five (5) years.		
2.	Is your firm and RMO/RME in good standing with the Contractors State License Board? (If no, please explain on separate piece of paper. If no, than contractor is not qualified unless acceptable explanation.)		
3.	Has the Contractor ever had their contractors license suspended, put on probation, or revoked? (If yes, please explain on separate piece of paper. If yes, than contractor is not qualified unless acceptable explanation.)		
4.	Contractor has a liability insurance policy with a policy per project limit of at least \$ 1,000,000 per occurrence and \$ 2,000,000 aggregate.		
5.	Contractor has a current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq. <input type="checkbox"/> Check here if you are exempt from this requirement – no employees		
6.	Has your firm been assessed liquidated damages in the past 5 years? (If yes, please answer the additional questions on a separate piece of paper; 1. How many times has Liquidated damages been assessed? 2. What were the dollar amounts of the assessment(s)? (If yes, then Contractor is not qualified unless an acceptable explanation).		
7.	Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states your current bonding capacity? Notarized statement must be from the surety company, not an agent or broker, and must be specific to this prequalification. (If no, then Contractor is not qualified).		
8.	Has your firm defaulted on a contract or declared bankruptcy or been placed in receivership within the past seven (7) years? (If yes, please explain on separate piece of paper. If yes, than contractor is not qualified unless acceptable explanation.)		
9.	Has your firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work and/or bidding on work for any other public agency in the State of California within the past five (5) years? (If yes, please explain on separate piece of paper. If yes, than contractor is not qualified unless acceptable explanation.)		
10.	Has your firm been terminated for cause by any public agency on any project in the State of California within the past five (5) years? (If yes, please explain on separate piece of paper. If yes, than contractor is not qualified unless acceptable explanation.)		
11.	Is your firm ineligible to bid on or be awarded a public contract, or perform as a subcontractor on a public contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7? (If yes, please explain on separate piece of paper. If yes, than contractor is not qualified unless acceptable explanation.)		
12.	Has your firm or any of its owners, officers, or partners 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 or agency? (If yes, please explain on separate piece of paper. If yes, then contractor is not qualified unless acceptable explanation.)		

B. RATING QUESTIONS

A score less than 55 points in this section disqualifies you from formally bidding projects proposed by the County that use this prequalification process as a condition of bidding.

Question	Response	Points (For Office Use Only)
1. How many years has your firm been in business in California as a contractor under your present business name and license number? (less than 3 Yrs. = 0 pt., 3-6 Yrs. = 3 pts., 6+ = 5 pts.)	_____ Years	_____ pts.
2. How many years' experience does your RMO/ RME have as a licensed contractor? (less than 3 Yrs. = 0 pt., 3-6 Yrs. = 3 pts., 6+ = 5 pts.)	_____ Years	_____ pts.
3. How many years has your firm performed construction for the County of Riverside? (less than 3 Yrs. = 0 pt., 3-6 Yrs. = 3 pts., 6+ = 5 pts.)	_____ Years	_____ pts
4. How many stop notices have been defended in court by your firm and proceeded to judgment against your firm and/or the owner? (0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)	_____ Stop Notices	_____ pts
5. How many legal proceedings, including arbitration, has your firm initiated against an owner? (0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)	_____ Legal Proceed	_____ pts
6. Has a client ever made a demand on your performance bond? (Yes = 0 pts., No = 6 pts.)	___ Yes ___ No	_____ pts
7. Has your firm had insurance terminated by a carrier in the past 5 years due to an excessive claims history and/or nonpayment of premium? (Yes = 0 pts., No = 5 pts.)	___ Yes ___ No	_____ pts
8. Does your firm currently have a safety plan which complies with the current OSHA standards? (Yes = 2 pts., No = 0 pts.)	___ Yes ___ No	_____ pts
9. What is your current Worker's Compensation Experience Modification Rate (EMR)? (<1 = 5 pts., 1.0 - 1.25 = 3 pts., 1.25 - 1.50 = 2 pts., >1.50 = 0 pts.)	_____ Rate	_____ pts
10. How many public works projects has your firm completed in California in the past 5 years? (5+ = 5 pts., 4 = 4 pts., 3 = 3 pts., 2 = 2 pts., 1 or less = 0pts.)	_____ College/School Work	_____ pts
11. Within the past 5 years, have any of your employees or another entity filed a complaint against your firm with the California Contractors State License Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)	___ Yes ___ No _____ Complaints	_____ pts

<p>12. Within the past 5 years, have any of your employees filed a complaint with the Labor Board? If yes, how many complaints were filed? If yes, how was it resolved? Were back wages paid to workers? (No = 5 pts., 1 = 3 pts., 2 = 2 pts., 3 = 1 pts., >3 = 0 pts.)</p>	<p>___ Yes ___ No _____ Complaints</p>	<p>_____ pts</p>
<p>13. Within the past 3 years, has your firm or any principal of your firm paid penalties for a Labor Code violation? (No = 5 pts., 1 = 3 pts., 2 = 2 pts., 3 = 1 pts., >3 = 0 pts.)</p>	<p>___ Yes ___ No _____ Violations</p>	<p>_____ pts</p>
<p>14. Within the past 3 years, has your firm or any principal ever settled a claim for under payment of wages with a worker or the Labor Board? (No = 5 pts., 1 = 3 pts., 2 = 2 pts., 3 = 2 pts., >3 = 0 pts.)</p>	<p>___ Yes ___ No _____ Claims</p>	<p>_____ pts</p>
<p>15. Has your firm or any principal of your firm* been cited or found guilty of violating any federal, state or local law, rule or regulation regarding a construction contract? (Yes = - 5 pts., No = 5 pts.)</p>	<p>___ Yes ___ No</p>	<p>_____ pts</p>
TOTAL POINTS		

* Principals of the firm are defined as any officers, directors, partners, RMO/RMEs, or any others having an ownership interest in the firm.

Applicant shall attach explanations on a separate signed sheet for each answer for which you received less than the maximum number of points. – Must be Provided

SECTION 3 - PERFORMANCE

1. Please provide **valid and current** contact information for all references provided. Three references will be contacted. If information for a reference is not valid and current; **10** points from that reference will be deducted. **Please provide information on this form only or add additional copies if needed.**

2. List the five (5) largest public contracts completed in the past five (5) years:
(Provide project information only for the specific license/scope of work you are qualifying for)

Owner & Project Name or Number	Contact Name, Phone# & Email	Description of Work Performed	Contract Amount: Original \$ Completed \$	Complete Date: Original Actual

3. What size projects do you feel your company has the capacity and capability to perform:

Single job: \$ _____

Total work in progress: _____

SECTION 4 – SAFETY RECORD

1. List your firm’s Workers Compensation Experience Modification Rate (EMR) for the three (3) most recent years. Your EMR should be obtained from your insurance agent. Attach a letter from the insurance agent/carrier identifying the EMR rate for the past three years and also indicating your current EMR rate.

2012 _____ 2013 _____ 2014 _____
 _____ as of _____

2.

Please provide actual information in all boxes – Do not enter the points! Points will be calculated based on entries.

	<u>2012</u>	<u>2013</u>	<u>2014</u>
Number of fatalities: 1 or more = 0 pts, 0 = 5 pts			
Workers Compensation Experience Modification Rate (EMR) <1= 10 pts, (1.1-1.4) = 8 pts, (1.5-1.7) = 6 pts, (1.8-2.) = 4 pts, >2 = 0 pts			
OSHA Violations <0=5 pts, 1-2 = 3 pts, >2 = 0 pts			
Approximate number of employee (direct hire) hours worked (do not include any non-work time even though paid)			

TOTAL POINTS

3. Do you hold safety meetings for field supervisors and employees? Yes No
 How often? Weekly Bi-Weekly Monthly As Needed
4. Does your company conduct project safety inspections? Yes No
5. Does your company have a written safety program? Yes No
 (If yes, provide a copy of Safety Program)
6. Does your company have a safety orientation program for new employees? Yes No
 (If yes, provide a copy of Safety Program)
7. State any additional areas of your company’s safety program and policies that you feel would be appropriate in the County’s evaluation. (Please use the space below.)
8. Has your company had OSHA violations in the last five (5) years Yes No
 (If yes, please attach OSHA letter describing violation and resolution.)

SECTION 5 - INSURANCE

Do you currently have a minimum of **\$2,000,000** Combined Commercial General Single Limit Liability Insurance? _____ Yes _____ No *Please provide a Certificate of Insurance as verification*

AMOUNT OF INSURANCE \$ _____ Years with Ins. Co.: _____

Insurance Company Information

Name: _____

Address: _____

Phone #: () _____

Contact: _____

Note: If less than five (5) years with your current insurance company, please list prior insurance companies below, including phone numbers and contact names.

Previous Insurance Company

Name: _____

Address: _____

Phone #: () _____

Contact: _____

Years with Ins. Co. _____

Previous Insurance Company

Name: _____

Address: _____

Phone #: () _____

Contact: _____

Years with Ins. Co. _____

County Use Only:

Verified by _____ Date _____

Insurance Verified: Yes _____ No _____

Date of Insurance Expiration: _____

Certificates Attached: Yes _____ No _____

AM's Best Rating: _____ CA Admitted: _____

Meets Required Limits: Yes _____ No _____

Applicant shall exchange this page for a current original certificate of insurance reflecting all coverages.

SECTION 6 - SURETY INFORMATION

A. List all surety companies, not agencies, utilized by your company in the last five (5) years. Please provide a letter stating bondability from Surety Company.

Company	Contact & Phone #	Largest Bond	List Years Used

Please explain on a separate page, with dates of occurrences, any positive answer to the following questions.

- | B. Has your company, any owner, or affiliated company ever: | <u>No</u> | <u>Yes</u> |
|---|------------------|-------------------|
| 1. Been unable to obtain a bond or been denied a bond for a contract? | _____ | _____ |
| 2. Defaulted on a contract resulting in a tender to a surety? | _____ | _____ |
| 3. Failed to complete a contract within the authorized contract time? | _____ | _____ |
| 4. Declared bankruptcy? | _____ | _____ |
| 5. Been in receivership? | _____ | _____ |
| 6. Had any arbitration (not litigation) on a contract? | _____ | _____ |
| 7. Had any outstanding liens/stop notices for labor and/or material filed against your firm on any contracts which have been completed or are being completed by your firm? | _____ | _____ |
| 8. Been in litigation related to construction? | _____ | _____ |
| 9. Had any of the sureties bonding your jobs required or requested to complete any part of your work during the last five (5) years? | _____ | _____ |
| 10. For how many projects is your company currently bonded? | _____ | _____ |
| 11. Current Dollar amount of bonding capacity used | _____ | _____ |

Applicant shall exchange this page for a current original notarized letter of bondability which clearly shows bonding agency's estimate of largest single bond amount most likely approvable.

SECTION 7 - FINANCIAL INFORMATION

1. Financial Statement: Submit the appropriate financial statement with this completed application. A Compilation is not acceptable.

Reviewed statements will be required for all trades of work.

2. Accountant's Certificate of Audited or Reviewed of Financial Statement: Your accountant must complete and sign one of the following certificates on page 14 of this packet, depending on the type of financial statement you are submitting with this application. Include the certificate with your completed application.
3. Accountant's Release Letter: Please complete the form on page 15 of this packet to permit the County or County's representative (Tilden-Coil Constructors, Inc.) to contact your accountant to verify that the financial statement you have submitted is the most recent one. *(Must be original wet signed signature - copies are not acceptable)*
4. Financial Institution Release Letter: Please complete the form on page 15 of this packet to permit the County or County's representative (Tilden-Coil Constructors, Inc.) to contact the financial institution that provided a Letter of Credit for this application. You only need to complete this form if you have submitted a Letter of Credit with your application.
5. General Letter of Credit: If you wish the County to consider your letter of credit as part of its calculation of your financial capacity, you must submit a Letter of Credit from your financial institution with your application. The financial institution may use the form on page 15 of this packet or it may use its own form as long as it certifies the credit amount and agrees that the credit will not be withdrawn or reduced without 45 days prior written notice to the County.

County Use Only:
Verified by _____ Date _____
Financial Statements Attached: Yes _____ No _____
Financial Statement: Reviewed _____ Audited _____
Accountants Release Letter: Yes _____ No _____

APPLICANT'S INDEPENDENT ACCOUNTING FIRM SHALL COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT:

STATE OF: _____

We have examined the Financial Statement of _____ as of _____ . Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages ___ to ___ inclusive, presents fairly, in all material respects, the financial position of _____ as of _____ , and the results of their operations and their cash flows for the year(s) then ended in conformity with generally accepted accounting principles.

Print name of Firm

Accountant's Signature

Telephone No.

License No.

APPLICANT'S INDEPENDENT ACCOUNTING FIRM SHALL COMPLETE THIS CERTIFICATE FOR A REVIEW ONLY OF FINANCIAL STATEMENT:

I (we) have reviewed the accompanying financial statement of _____ as of _____. The information included in the financial statement is the representation of the management of the above firm.

Based on my (our) review with the exception of the matter(s) described in the following paragraphs(s), I am (we are) not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

Print name of Firm

Accountant's Signature

Telephone No.

License No.

(Note: this review consists principally of inquiries of management and appropriate analytical procedures applied to this financial data. It is substantially less in scope than an examination in accordance with **generally accepted** auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we have not expressed such an opinion.)

*Special note to Accountant: The above Certificates of Accountant shall **not** be made by any individual who is in the regular employ or owner of the individual, partnership, or corporation submitting the statement. All financial statements must be reviewed or audited by an independent Accountant/Accounting Firm.*

ACCOUNTANT'S RELEASE LETTER

(Must be an original signature)

By signing the form below, I authorize the County of Riverside or a representative acting on behalf of the County (Tilden-Coil Constructors, Inc.) to contact our company's licensed accounting firm to verify our most recent Reviewed or Audited financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Name	Contractor's Signature
Title	
Company Name	
Date	

FINANCIAL INSTITUTION RELEASE LETTER

(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize our financial institution to verify our Letter of Credit information to a representative of the County of Riverside. I understand this information is confidential information and is not open to public inspection.

Name	Signature
Title	
Company Name	
Date	

Your financial institution may augment your financial rating by issuing a Letter of Credit. Please forward a form of your financial institution's Letter of Credit for the County's review. The Letter of Credit will have to be addressed to the County's representative and bear an original signature. A Letter of Credit is optional, not mandatory. It may be used to increase your financial capacity by the value of the Letter of Credit.

General lines of credit are not accepted. A Letter of Credit must be issued specifically to the County and contain the basic information outlined below.

TO: **(Company Name / Department)**
(Address)
(City, State, Zip)

ATTENTION: **(Name/Title)**

SUBJECT: **LETTER OF CREDIT**

Reference is made to the prequalification of: _____
Name of Contractor

We certify that the above-identified Contractor has been extended an unqualified letter of credit not to exceed \$ _____ and that such credit will not be withdrawn or reduced without 45 days prior written notice to the County.

Name of Financial Institution Institution No. Code

Address: _____

Signature/Date: _____

Print Name & Title: _____

SECTION 8 - AFFIDAVIT

DECLARATION

I, _____, hereby declare that I am the
(printed name)
_____ of _____
(title) (name of applicant firm)

submitting this Prequalification Package; that I am duly authorized to execute this Prequalification Package on behalf of the above named contractor; and that all information set forth in this Prequalification Package and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of its submission date.

I declare, under penalty of perjury, that the foregoing is true and correct and that this declaration was

Subscribed at _____ (location and city), County of

_____, State of _____

on _____ (date).

Signature of Applicant: _____
(must be original signature)

(If signed by other than the sole proprietor, a general partner, or corporate officer, attaches original notarized power of attorney or corporate resolution.)

All financial information submitted for prequalification evaluation will be considered official information acquired in confidence and the County will maintain its confidentiality to the extent permitted by law.

The Applicant of the foregoing statement of experience and financial condition has read the same and it is true to the best of his or her knowledge. The statement is for the purpose of inducing the County to supply the Applicant with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the County with any information necessary to verify the statement. Should the foregoing statement at any time cease to properly and truly represent the experience and financial condition of the Applicant in any material respect, the Applicant will notify County of said material change and refrain from further formally bidding on County work until a revised and corrected statement is submitted.

Applicant shall provide a copy of the most recent certificate from the Secretary of State indicating the standing of the Corporation or partnership.

County Use Only: Verified by _____ Date _____ Certificate from Secretary of State Attached: Yes _____ No _____
--

Applicant shall exchange this page for all other appropriate attachments mentioned herein, to include, but not limited to, financial statement, certificate of incorporation and minutes, etc., as well as any additional information supportive of Applicant's submission

**COUNTY OF RIVERSIDE
PREQUALIFICATION EVALUATION PROCEDURE 2015
(TO BE USED IN CONJUNCTION WITH PREQUALIFICATION PACKAGE)**

EVALUATION WORKSHEET

Name of Contractor: _____

Date of Evaluation: _____

Confirm Essential Criteria

1. License (See Section 2.A.1.)

Does Contractor possess a valid and current California Contractor's license for the project(s) for which it intends to submit a bid and has possessed such license for at least the last five (5) years?

Yes No

(If no, then Contractor is not qualified)

2. License (See Section 2.A.2.)

Are the Contractor and its RMO/RME in good standing with the Contractors State License Board?

Yes No

(If no, then Contractor is not qualified)

3. License

Has the Contractor ever had their contractor's licenses suspended, put on probation, or revoked?

Yes No

(If no, then Contractor is not qualified)

4. General Liability Insurance (See Section 2.A.3.)

Does the Contractor currently hold a general liability insurance policy with limits of at least **\$1,000,000** per occurrence and **\$2,000,000** aggregate?

Yes No

(If no, then Contractor is not qualified)

5. Workers' Compensation Insurance (See Section 2.A.4.)

Does the Contractor hold a current workers' compensation insurance policy or is the Contractor self-insured pursuant to Labor Code section 3700 et seq.?

Yes No

(If no, then Contractor is not qualified – with exception to CSLB Approved WC Exception)

6. Liquidated Damages (See Section 2.A.5.)

Has the Contractor been assessed liquidated damages in the past 5 years?

Yes No

How many times has liquidated damages been assessed? _____

What was the dollar amount of the assessment(s)? _____

(If yes, then Contractor is not qualified unless an acceptable explanation)

7. Notarized Statement from Surety (See Section 2.A.6.)

Has the Contractor included a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states the contractor's current bonding capacity?

Yes No

(If no, then Contractor is not qualified)

8. Default or Bankruptcy (See Section 2.A.7.)

Has the Contractor defaulted on a contract or declared bankruptcy or been placed in receivership within the past seven (7) years.

Yes No

(If yes, then Contractor is not qualified unless an acceptable explanation)

9. Disqualification (See Section 2.A.8.)

Has the Contractor been disqualified, debarred, or found non-responsible or otherwise prohibited from performing work and/or bidding on work for any public agency within the State of California within the past five (5) years.

Yes No

(If yes, then Contractor is not qualified unless an acceptable explanation)

10. Termination (See Section 2.A.9.)

Has the Contractor been terminated for cause by any 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 unless an acceptable explanation)

11. Prevailing Wage Violations (See Section 2.A.10.)

At the time of submitting its Prequalification Packet, was the Contractor ineligible to bid on or be awarded a public contract, or perform as a subcontractor on a public contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes No

(If yes, then Contractor is not qualified)

12. False Claims and Material Misrepresentations (See Section 2.A.11.)

Has the Contractor or any of its owners, officers, or partners 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 or agency?

Yes No

(If yes, then Contractor is not qualified)

Review Rating Questions (See Section 2.B. in Prequalification Package)

Insert total score from Rating Questions worksheet.
 Contractor must have 55 points or higher to qualify.
 [Maximum is 75 points.]

_____ **TOTAL POINTS**

PERFORMANCE

Contact References (See Section 3. In Prequalification Package)

The County of Riverside or a representative acting on behalf of the County will contact at least three (3) of Contractor’s references from a minimum of five (5) of its most recent public projects including the three (3) largest public projects completed in the last five (5) years, unless the Contractor has not completed three (3) public projects, in which case, the County of Riverside or a representative acting on behalf of the County will contact all of the Contractor’s references for public projects plus the most recent references from other projects so that the County of Riverside or it’s representative contacts a minimum of three (3) references for Contractor.

Numerical Rating (Complete this form for each reference verified)

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

Reference #1: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	8	16	24	
2. Performance and Accountability					
a. Scheduling	0	3	7	10	
b. Subcontractor (project) Mgt.	0	3	7	10	
c. Change Orders	0	3	7	10	
d. Working Relationship	0	2	4	6	
e. Paperwork Processing	0	2	4	6	
				Total Numerical Rating	

Reference #2: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	8	16	24	
2. Performance and Accountability					
a. Scheduling	0	3	7	10	
b. Subcontractor (project) Mgt.	0	3	7	10	
c. Change Orders	0	3	7	10	
d. Working Relationship	0	2	4	6	
e. Paperwork Processing	0	2	4	6	
				Total Numerical Rating	

Reference #3: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	8	16	24	
2. Performance and Accountability					
a. Scheduling	0	3	7	10	
b. Subcontractor (project) Mgt.	0	3	7	10	
c. Change Orders	0	3	7	10	
d. Working Relationship	0	2	4	6	
e. Paperwork Processing	0	2	4	6	
				Total Numerical Rating	

PREQUALIFICATION EVALUATION WORKSHEET

1. Essential Criteria

If any one of the Essential Criteria above is not met, there is no need to complete the remainder of the evaluation.

Pass _____ Fail _____

2. Review Rating - (Must have a minimum 55 Points)

[75 points maximum]

Total Points from above		
-------------------------	--	--

_____ Points

3. References

Use the Evaluation Reference Form above for each reference contacted for each contractor. Insert the average of all the scores from all references for each contractor. [66 points maximum]

Average Numeric Rating from Evaluation Reference Forms		
--	--	--

_____ Points

4. Safety Record – Must have 80% to qualify

Review the Contractor’s safety record in Section 4 of the Prequalification Packet and rate their safety record. [60 points maximum]

Safety Record Score		
---------------------	--	--

_____ Points

Maximum Points:	= 201
------------------------	--------------

TOTAL POINTS

PREQUALIFICATION LIMIT

Determination of Qualification Limit: The Qualification Limit for a Contractor will be the lesser of the Experience Limit or Financial Strength.

Experience Limit:

Weighted Average \$ _____ (See Section 3 of Prequalification Package)

Financial Strength:

Financial Strength is determined by calculating the Contractor’s Working Capital (current assets minus current liabilities) multiplying Working Capital x10 (See Section 7 of Prequalification Package). A letter of credit may be added to augment the Working Capital calculation.

Inability to meet this Financial Strength rating for a specific project may disqualify a Contractor for a project.

Based on an _____ Audit or _____ Review

Dated: _____

Working Capital \$ _____ X 10 = \$ _____

Letter of credit: \$ _____

Total (Add WC and LOC) \$ _____

FINANCIAL STRENGTH: \$ _____