

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRIAMOS DATE: 6/21/16

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

167



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
 June 29, 2016

**SUBJECT:** Pre-Qualified Prime Contractors for Construction Management Multiple Prime and Design-Bid-Build Projects - Approval of Renewal Process and Authorization to Issue Revised Request for Qualifications for Pre-Qualification Packages, All Districts, [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the process to renew the pre-qualified prime contractors for Construction Management Multiple Prime (CMMP) and Design-Bid-Build (DBB) project procurement methods;
2. Approve the revised Request for Qualifications (RFQ) package for pre-qualified prime contractors for CMMP;
3. Approve the revised RFQ package for pre-qualified prime contractors for DBB; and

(Continued)

*Robert Field*

Robert Field  
 Assistant County Executive Officer/EDA

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

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>SOURCE OF FUNDS:</b> N/A | <b>Budget Adjustment:</b> No    |
|                             | <b>For Fiscal Year:</b> 2016/17 |

**C.E.O. RECOMMENDATION:**

APPROVE .

BY: *Rohini Dasika*  
 Rohini Dasika

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Washington, Benoit and Ashley  
**Nays:** None  
**Absent:** Tavaglione  
**Date:** July 12, 2016  
**xc:** EDA

Kecia Harper-Ihem  
 Clerk of the Board

By: *Kecia Harper-Ihem*  
 Deputy

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

**Prev. Agn. Ref.:** 3-22 of 12/08/15; 3-11 of 12/08/15; 3-16 of 6/30/15; 1/06/15 of 3-13

**District:** All

**Agenda Number:**

3-12

Departmental Concurrence

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

Economic Development Agency

**FORM 11:** Pre-Qualified Prime Contractors for Construction Management Multiple Prime and Design-Bid-Build Projects - Approval of Renewal Process and Authorization to Issue Revised Request for Qualifications for Pre-Qualification Packages, All Districts, [\$0]

**DATE:** June 29, 2016

**PAGE:** 2 of 2

## **RECOMMENDED MOTION:** (Continued)

4. Authorize the issuance of the RFQs for Pre-Qualified Prime Contractors for CMMP and Pre-Qualified Prime Contractors for DBB for construction and/or seismic renovation of General County, Justice/Detention, and Office of Statewide Health Planning and Development (OSHPD) projects in Experience Level I (\$175,000 to \$4,999,999) and Level II (\$5,000,000 to \$30,000,000).

## **BACKGROUND:**

### **Summary**

The Local Agency Public Construction Act (Public Contract Code Section 20101 et seq.) allows officials to establish a standard questionnaire and uniform rating system in order to establish a pre-qualified list of contractors for public works projects. The pre-qualification status is valid from one calendar year from the date of initial pre-qualification. The Economic Development Agency (EDA) prepared Prime Contractor Pre-Qualification Packages which were approved by the Board of Supervisors (Board) on January 6, 2015 (Item 3-13) and June 30, 2015 (Item 3-16) for two distinct project procurement methods:

- 1) Design-Bid-Build (DBB) Pre-Qualified General Contractors for construction and/or seismic renovation of General County Facilities, Justice/Detention Facilities and Office of Statewide Health Planning and Development (OSHPD) Facilities in Experience Level I (\$175,000 to \$4,999,999) and Level II (\$5,000,000 to \$30,000,000).
- 2) Construction Management Multiple Prime (CMMP) Pre-Qualified Prime Contractors licensed to perform work under specific trades.

Following the RFQ solicitation, evaluation, and ranking of the completed respective questionnaires, the Board approved the pre-qualified contractors on December 8, 2015 (Items 3-11 and 3-22). Therefore, the pre-qualified status of the contractors will expire on December 8, 2016.

In advance of the pre-qualified status expiration, EDA staff and its consultant, Tilden-Coil Constructors, Inc., prepared a simplified and abbreviated Pre-Qualification Renewal Process for those general contractors who are currently pre-qualified and wish to renew their pre-qualification status. In addition, several improvements were made to the Pre-Qualification Packages.

### **Impact on Residents and Businesses**

Streamlining the process of pre-qualifying contractors with the demonstrated experience and expertise in the selected field will result in the enhanced quality and efficient delivery of services to the public.

Attachments:

Renewal Package for Previously Pre-Qualified Prime Contractors Seeking to Bid on Public Works Contracts  
Pre-Qualification Package for Prime Contractors for Design-Bid-Build (DBB)  
Pre-Qualification Package for Prime Contractors for Construction Manager Multiple Prime (CMMP)

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



**FROM:** Economic Development Agency and EDA

**SUBMITTAL DATE:** June 13, 2016

**SUBJECT:** Pre-Qualified Prime Contractors for Construction Management Multiple Prime and Design-Bid-Build Projects - Approval of Renewal Process and Authorization to Issue Revised Request for Qualifications for Pre-Qualification Packages, All Districts, [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

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2. Approve the revised Request for Qualifications (RFQ) package for pre-qualified prime contractors for CMMP;
3. Approve the revised RFQ package for pre-qualified prime contractors for DBB; and
4. Authorize the issuance of the RFQs for Pre-Qualified Prime Contractors for CMMP and Pre-Qualified Prime Contractors for DBB for construction and/or seismic renovation of General County, Justice/Detention, and Office of Statewide Health Planning and Development (OSHDP) projects in Experience Level I (\$175,000 to \$4,999,999) and Level II (\$5,000,000 to \$30,000,000).

| <b>FINANCIAL DATA</b>       | <b>Current Fiscal Year:</b> | <b>Next Fiscal Year:</b> | <b>Total Cost:</b>              | <b>Ongoing Cost</b> |
|-----------------------------|-----------------------------|--------------------------|---------------------------------|---------------------|
| <b>COST</b>                 | \$ 0                        | \$ 0                     | \$ 0                            | \$ 0                |
| <b>NET COUNTY COST</b>      | \$ 0                        | \$ 0                     | \$ 0                            | \$ 0                |
| <b>SOURCE OF FUNDS: N/A</b> |                             |                          | <b>Budget Adjustment: No</b>    |                     |
|                             |                             |                          | <b>For Fiscal Year: 2016/17</b> |                     |

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**  
Summary

(Commences on Page 2)



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Renewal Package for Previously Pre-Qualified Prime Contractors Seeking to Bid on Public Works Contracts

Pre-Qualification Package for Prime Contractors for Design-Bid-Build (DBB)

Pre-Qualification Package for Prime Contractors for Construction Manager Multiple Prime (CMMP)



## **RENEWAL PACKAGE**

**FOR**

**PREVIOUSLY PRE-QUALIFIED PRIME CONTRACTORS  
SEEKING TO BID ON PUBLIC WORKS CONTRACTS**

Issued by:  
COUNTY OF RIVERSIDE  
Economic Development Agency  
Project Management Office  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

TILDEN-COIL CONSTRUCTORS  
3612 Mission Inn Avenue  
Riverside, CA 92501





# Pre-Qualification Renewal Letter Template

<Date>

<Name>

<Contractor/Company Name>

<Address>

Re: Annual Contractor Prequalification Renewal Process

To Whom it May Concern:

The following are the criteria related to the Annual Contractor Prequalification renewal process for the County of Riverside. Please review each category in detail and respond accordingly.

**A. PREQUALIFICATION RENEWAL REQUIRED FOR 2016:**

If your firm was prequalified in our 2016 Annual Contractor Prequalification process (either for CM Multi-prime projects, or as prime contractor directly to the County) or your status was renewed during our 2016 Annual Contractor Prequalification Renewal Process and your firm holds one of the following licenses, which will be required for performance of any of the County projects, your firm will be required to submit the attached Affidavit in a sealed envelope to ensure renewal for 2017. However a firm may not use the Renewal Questionnaire if it was originally prequalified more than three (3) years prior to the date of this Renewal Questionnaire.

**Licenses Requiring Contractor Prequalification:**

General building contractors holding a B license, general engineering contractors holding an A license, and all electrical, mechanical or plumbing contractors holding C2, C6, C8, C9, C7, C10, C12, C13, C15, C16, C17, C20, C21, C22, C27, C28 or D28, C29, C33, C35, C36, C39, C43, C51, and C54 licenses.

**B. AFFIDAVIT SUBMISSION INFORMATION:**

Please submit the fully executed and notarized Affidavit to XXXXXXXX, via the link XXXXXXXX no later than 5:00 pm

**C. IMPORTANT INFORMATION FOR ALL CONTRACTORS:**

All contractors wanting to perform work for the County will be required to have registered with the California Department of Industrial Relations in order to contract or subcontract for public works projects. Proof of Department of Industrial Relations registration is required to be submitted along with your renewal affidavit.

**D. FORMAL PREQUALIFICATION ALTERNATIVE:**

If your firm would prefer to submit a Formal Prequalification Statement, please contact XXXXXXXXXXXX to receive a copy or at the website XXXXXXXXXXXX.

**E. REFERENCES:**

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

**F. UPDATES:**

Contractors who are prequalified must update their prequalification questionnaire if or when Contractor's status or information changes. The County reserves the right to adjust, suspend, or rescind the prequalification rating of any Contractor based on subsequently learned information.

**G. NONRESPONSIVENESS:**

A Contractor's prequalification questionnaire shall 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.)

**H. REJECTION/WAIVER/REQUEST:**

The County 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.

**I. APPEAL:**

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 credible 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 or emailed notification of the Deputy Director – County of Riverside – Economic Development Agency (EDA) decision at least 24 hours prior to bid opening if possible.

Best regards,

Name, Title  
County of Riverside  
Economic Development Agency

Xc: Tilden-Coil / Economic Development Agency

**County of Riverside**

**PREQUALIFICATION QUESTIONNAIRE/ AFFIDAVIT FOR CURRENTLY  
QUALIFIED CONTRACTING FIRMS**

**Calendar 2017**

**RENEWAL**

The undersigned, \_\_\_\_\_, being duly sworn, state the following:

1. I am the \_\_\_\_\_ [owner, officer or managing agent] of  
\_\_\_\_\_ [name of company] ("Bidder")
  
2. Contractor's Classifications, License Number(s) with Expiration Dates. Please list all license classifications that you wish to re-qualify for. Please only list the license classifications that your firm intends to perform work under:  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
3. On \_\_\_\_\_, 20\_\_\_\_, Bidder submitted a completed Formal Prequalification Statement, including its respective responses and attachments to the County of Riverside thus establishing their Prequalification status to perform work on certain County project ("Projects").
  
4. The County subsequently informed Bidder that Bidder was qualified to bid on the Projects.
  
5. I hereby submit this affidavit in support of Bidder's request for renewal of its status as a Bidder prequalified to bid on Projects ("Affidavit").
  
6. On \_\_\_\_\_, 20\_\_\_\_, I reviewed said Bidder's original Formal Prequalification Submission. After reviewing the Formal Prequalification Submission in its entirety, I determined the following:

None of the Bidders answers contained in the Formal Prequalification Submission need to be updated in order for Bidder's answers to continue to be complete and accurate as of the date of this Affidavit.



**OR**

Attached to this Affidavit are those responses to the questions posed in the Formal Prequalification Submission which have been updated so that Bidder's answers to those questions are complete and accurate as of the date of this Affidavit. **(Include a detailed list of items to be updated)**

7. On \_\_\_\_\_, 20\_\_\_\_, Bidder registered with the California Department of Industrial Relations ("DIR") in order to qualify to perform public works projects in California. **A copy of Bidder's proof of registration is attached.**
8. On \_\_\_\_\_, 20\_\_\_\_, Bidder renewed their liability insurance policy with a limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. **A copy of Bidder's current insurance policy is attached.**
9. Bidder has 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: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity. **Note: Notarized statement must be from the surety company, not an agent or broker.**  
 Yes       No
10. Bidder has attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information. **Note: a financial statement that is not either reviewed or audited is not acceptable. 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.** <sup>1</sup>  
 Yes       No
11. Bidder has attached updated information about its six most recently completed public works projects within the last five years. Names and references must be current and verifiable. **Note: The County reserves the right to contact all references provided. Interviews that result in objectionable reviews are subject to disqualification.**  
 Yes       No
12. At the time of submitting this prequalification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?  
 Yes       No

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<sup>1</sup> Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is "no more than 25 per cent of the qualifying amount provided in section 14837(d)(1)." As of January 1, 2001, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.

13. The undersigned is duly authorized to execute this Affidavit under penalty of perjury on behalf of the Bidder.
14. The undersigned warrants and represents that he/she has personal knowledge of each of the responses contained in Bidder's Formal Prequalification Submission and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of those responses and, if applicable, any updates to those responses.
15. The undersigned declares and certifies that all of the information contained in this Affidavit, including any attachments, is complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. Misstatements, omissions, misrepresentations or false information is grounds for immediate disqualification.

I declare under penalty of perjury under California law that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

at \_\_\_\_\_  
(City and State)

[Notary Acknowledgement Required]

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name & Title)



## **PRE-QUALIFICATION PACKAGE**

**FOR**

### **PRE-QUALIFIED PRIME CONTRACTORS SEEKING TO BID ON DESIGN-BID-BUILD PUBLIC WORKS CONTRACTS**

- **Request for Qualifications (RFQ)**
- **Questionnaire**

Issued by:  
COUNTY OF RIVERSIDE  
Economic Development Agency  
Project Management Office  
3403 Tenth Street, Suite 400  
Riverside, CA 92501



Pre-Qualified Prime Contractors



**REQUEST FOR PREQUALIFICATION (RFQ)  
OF PRIME CONTRACTORS SEEKING  
TO BID ON CONSTRUCTION PROJECTS**

- **GENERAL FACILITY CONSTRUCTION INCLUDING SEISMIC RENOVATION**
- **OSHPD FACILITY CONSTRUCTION INCLUDING SEISMIC RENOVATION**
- **JUSTICE AND/OR DETENTION CONSTRUCTION INCLUDING SEISMIC RENOVATION**



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**ADVERTISEMENT OF REQUEST FOR PREQUALIFICATION  
OF PROSPECTIVE BIDDERS**

**NOTICE IS HEREBY GIVEN** that pursuant to Public Contract Code Section 20101 the County of Riverside ("County") invites qualified contractors to complete and submit a Prequalification Questionnaire and other required documents for the purpose of prequalifying, based on financial ability and public contracting experience. This prequalification process is a mandatory process for all Licensed Contractors who intend to submit bids for Construction Projects to be issued by the County of Riverside for a period of one year (12 months) following issuance of Notice of Prequalification.

It is the County's intent to utilize contractors prequalified thru this solicitation process for design-bid-build construction projects ranging from \$175,000 to \$30,000,000. However, the County reserves the right to require a separate prequalification process for any project whenever the County makes a determination that a project requires certain higher level of resources and/or specialized experience and qualifications ("Specialized Projects"). A Contractor who is prequalified hereunder shall not be prequalified for these Specialized Projects unless that Contractor prequalifies under that separate prequalification process.

All Contractors bidding on construction projects of the County must be prequalified prior to submitting bids. The construction projects reflect three Prequalification Categories, and two Experience Levels within each Prequalification Category:

**Categories for Contractor Prequalification:**

- **General Facility Construction, including Seismic Renovation**
- **OSHPD Facility Construction, including Seismic Renovation**
- **Justice and/or Detention Construction including Seismic Renovation**

**Contractors may select to be considered for prequalification in any one, or a combination of the above three (3) Prequalification Categories. Additionally, each Applicant shall select whether it seeks prequalification at one, or both of two Experience Level(s) within each Prequalification Category submitted by Contractor.**

- **Level I** – Applicant is entitled to bid select construction projects between \$175,000 and \$ 4,999,999. The Applicant's bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project bonding limits will result in disqualification for the specific project solicitation.
- **Level II** – Applicant is entitled to bid select construction projects \$5,000,000 up to \$30,000,000. The Applicant's bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum bonding limits will result in disqualification for the specific project solicitation.

Separate prequalification requirements for each of these Prequalification Categories and Experience Levels are included in this solicitation. **Any Licensed Contractor seeking to qualify for one or more of these Prequalification Categories or Levels shall file separate Prequalification Questionnaires and materials required herein for each combination of Prequalification Category and Experience Level for which the Applicant chooses to be considered.**

It is mandatory that all Licensed Contractors who intend to submit bids for the projects encompassed within this prequalification process must: (1) fully complete the Prequalification Questionnaire, (2) provide all materials requested herein, and (3) be approved by the County prior to submitting bids on future projects. No bid will be accepted from a

Contractor that has failed to comply with these requirements. Contractor must be prequalified, as demonstrated by the County's Notice of Prequalification, prior to the closing of bidding for any project. Failure to obtain prequalification by bid closing shall bar Contractor from the submission of its bid on that project.

Bid(s) received from any Contractor(s) not approved as prequalified will not be considered and will be listed as not responsive. Contractors who submit a complete prequalification package will be notified by electronic mail of their qualification status, such notice to be provided following completion of the County's evaluation of the information submitted by Contractor, unless additional information, interview or lead personnel, or an on-site evaluation is requested of the applicant.

Any person or entity wishing to be considered for prequalification ("Applicant") must submit a completed Prequalification Questionnaire and other information as required by the Instructions to Applicants ("Instructions") that are part of the County's Request for Prequalification, copies of which are/will be available commencing XXXXXXXXX, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. at 3403 Tenth Street, Suite 400, Riverside, CA 92501 or on the County's Website at <http://www.rivcoeda.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>.

A Prequalification Conference will be conducted on XXXXXXXXX, commencing promptly at X:XX p.m. at 3403 Tenth Street, Suite 400, Riverside, CA 92501. Attendance at one of the two Prequalification Conferences is mandatory. If you require reasonable accommodation for this meeting, please contact XXXXXXXXX at XXXXXXXXX@rivcoeda.org or (951)-955-XXXX at least three (3) business days prior to the Prequalification Conference.

All Prequalification Questionnaires and other information required by the Instructions to be submitted by Applicants ("Prequalification Submittals") shall be prepared in conformance with the Instructions using the forms referenced therein or attached thereto. Prequalification Submittals must be hand-delivered or mailed by Applicants so that they are received by County at 3403 Tenth Street, Suite 400, Riverside, CA 92501 no later than 5:00 p.m., XXXXXXXX, which date and time are subject to extension by Prequalification Addendum. The Applicant assumes full and sole responsibility for timely receipt of its completed Prequalification Submittal at the location noted above.

Interpretations, corrections, and changes by the County to the Prequalification Documents will be made by Prequalification Addenda. Interpretations, corrections, and changes to the Prequalification Documents made in any other manner shall not be relied upon by Applicants and will not be binding upon the County. It is the obligation of the Applicant to verify issuance of Notice by the County of a Prequalification Addenda by checking County's website at:

<http://www.rivcoeda.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>

County will seek to distribute such Notices to Applicants via email or addresses as provided by Applicant. Failure of an Applicant to receive a Prequalification Addendum shall not entitle the Applicant to an extension of the Prequalification Schedule nor shall it permit the submission of any additional prequalification information after the deadline for receipt of the Prequalification Submittal set forth in the Prequalification Schedule.

Questions relating to this project should be directed to:  
Serena Chow, Administrative Services Manager II  
E-mail: [schow@rivco.org](mailto:schow@rivco.org) Telephone: (951) 955-6619 Fax: (951) 955-4890

**INSTRUCTIONS TO**  
**APPLICANTS FOR PREQUALIFICATION**

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**ARTICLE 1**  
**GENERAL PROVISIONS**

**1.1 Definitions.** Capitalized terms used in these Instructions to Applicants (“Instructions”) and its attachments shall have the meanings given to them in these Instructions or its attachments.

**1.2 Purpose.** The purpose of the prequalification process is to prequalify prospective bidders (“Bidder(s)”) to submit “Bid(s)” for the “Award” by the County of Riverside (“County”) of proposed public works construction contracts (“Construction Contracts”) for Projects that may be issued for bid by the County within one year (12 months) of Issuance of Notice of Prequalification. Such Projects may include the following program use: General Facility Construction including Seismic Renovation, OSHPD Facility Construction including Seismic Renovation; and Justice and/or Detention Construction including Seismic Renovation.

**1.3 Authority.** This prequalification of bidders is being conducted by County under the authority of Public Contract Code Section 20101. This authority is in addition to, and shall not be construed as a limitation upon, any other authority or right of County that may exist under applicable laws to conduct this prequalification or to separately determine the responsibility or qualifications of any Bidder for any future contract within the Prequalification Categories.

**1.4 Project.** Subject to the County’s reserved rights under Section 1.12, below, Prequalified Bidders will be invited to submit Bids for Award of a Construction Contract(s) for Projects as described above in Article 1.2, issued for bid by the County within one year (12 months) of Issuance of Notice of Prequalification

**1.5 County’s Budget.** The County’s estimated target budget for the each Project will be published as part of the Notice Inviting Bids for the specific project. The foregoing statement of the County’s Budget does not constitute a promise or representation that County will Award a Construction Contract for the Project to a Bidder submitting a Bid equal to or less than the amount of the County’s Budget.

**1.6 Basis for Prequalification.** An Applicant, as defined in Section 1.8, below, will be determined by County to be prequalified or not prequalified on the basis of the information it provides in its written submittal provided pursuant to these Instructions, concerning the Applicant’s financial ability and experience in performing public works. In the case of an Applicant that is a Project Joint Venture, as defined in Paragraph 4.4.7, below, the Applicant will be prequalified or not prequalified based on the information provided by Applicant in its Prequalification Submittal concerning the financial ability of the Principal Managing Partner as that term is defined in Paragraph 4.4.7 below, and experience in performing public works of the Constituent Members

**1.7 Deadline.** An Applicant wishing to be considered for prequalification must submit its Prequalification Submittal to County on or prior to 5:00 p.m. **XXXXXXXXXX**. Such deadline is subject to extension by County by Prequalification Addendum.

**1.8 Applicant.** The term “Applicant” means an individual, corporation, partnership or Project Joint Venture (as defined in Paragraph 4.4.7, below) submitting a Prequalification Submittal.

**1.9 Applicant Constituent Members.** The term “Applicant Constituent Member” means an individual, corporation or partnership that shares directly in the profits, losses, and liabilities of an Applicant. For example, and without limitation to the foregoing, if the Applicant is a partnership comprised of a partner who is an individual and a partner that is a corporation, the individual and the corporation are each an Applicant Constituent Member.

**1.10 No Substitutions.** No changes in or additions to the Applicant Constituent Members of an Applicant shall be permitted after the deadline for submission of Prequalification Submittals, except with the prior written authorization of the County, which authorization may be granted or withheld in the County’s sole and absolute discretion.

**1.11 Interested Parties.** There is no limitation on any individual, partnership, corporation or Project Joint Venture (as defined in Paragraph 4.4.7, below) participating as an Applicant, or on any individual, partnership or corporation participating as an Applicant Constituent Member, in more than one Prequalification Submittal. However, no Prequalified Bidder shall be allowed to submit more than one Bid for any one specific Project issued by the County or be "interested in" a Bid submitted by any other Prequalified Bidder for the Project. "Interested in", as those words are used in this Section 1.11, means that a Prequalified Bidder or an Applicant Constituent Member of a Prequalified Bidder who has a managerial or financial interest in another Prequalified Bidder.

**1.12 Reserved Rights.** County reserves the right to conduct further prequalification of Bidders for the Project, conduct open bidding (i.e., bidding by general public notice and without any requirement for prequalification) or to withdraw the Project from prequalification, bidding, or Award with or without the resetting of the Project for further prequalification, bidding, or Award in the future.

**1.13 No Warranty by County.** Applicants are solely responsible to satisfy themselves as to the suitability of any information provided by the County that is in the nature of estimates of costs, statements of needs or requirements, projections, budgets, or other information describing the proposed contract or project contemplated by this prequalification, and nothing stated in these Instructions or its attachments shall be construed as implying the creation or existence of any warranty, express or implied, on the part of the County with respect to the accuracy, sufficiency or completeness of such information.

**1.14 No License.** A determination by the County prequalifying an Applicant shall not be construed as a license to do business for or within the County.

**1.15 Debarment, Non-Responsibility.** A determination by County that an Applicant is not prequalified does not, unless otherwise expressly stated by County at the time of issuance of its prequalification determination, constitute a finding or determination of debarment or that the Applicant is not a responsible bidder as defined in Public Contract Code Section 1103. A determination by the County that an Applicant is prequalified shall not be interpreted as precluding the County, before, at the time of or after receiving a Bid from such Applicant for the Project, from: (1) imposing new or additional responsibility requirements or qualification conditions upon all Bidders, including, without limitation, Prequalified Bidders, as part of the bidding process for the Project; (2) making a determination that a Prequalified Bidder lacks the quality, fitness, capacity or experience to satisfactorily perform the Project; or (3) requiring prequalification or post-bid qualification of any Subcontractor.

**1.16 Objections by Applicant.** Any objection by an Applicant to the procedures or processes set forth in the Prequalification Documents must be submitted to the County, in writing, not later than the seventh (7th) calendar day prior to submission by the Applicant of its Prequalification Submittal. Failure by an Applicant to so object shall constitute a final and conclusive waiver by the Applicant of its right to thereafter assert such objection, including, without limitation, the right to submit such objection as grounds for an appeal or protest pursuant to Article 5, below.

**1.17 Calculation of Time Periods.** If these Instructions or its attachments ask the Applicant to provide information or respond to a question concerning events occurring within a stated time period (such as, "within the past 5 years"), it shall be deemed to mean the period of time that precedes the date that the Applicant first submits its Prequalification Submittal to the County; provided, however, that if a question asks for information pertaining to a stated number of prior full calendar (or fiscal) years, it shall mean the stated number of years immediately preceding the calendar or fiscal year in which the Prequalification Submittal is submitted by Applicant. If these Instructions or its attachments ask, by exact words or in substance, that the Applicant provide information concerning conditions or circumstances as they exist currently, it shall be deemed to refer to the conditions or circumstances as they exist on the date that the Applicant submits its Prequalification Submittal.

**ARTICLE 2**  
**APPLICANT REPRESENTATIONS**

Each Applicant and Applicant Constituent Member who signs and submits a verification in support of the Applicant's Prequalification Submittal represents that:

**2.1 Compliance with Prequalification Documents.** The Applicant's Prequalification Submittal is made in compliance with the requirements of the Prequalification Documents.

**2.2 Due Authorization.** Each person or entity signing a verification of the Applicant's Prequalification Questionnaire is authorized to do so and any such signer that is a corporation is authorized to do business in, and is in good standing under the laws of, the State of California.

**2.3 Required License(s).** The Applicant has been issued and currently holds the following license(s) issued by the Contractor's State License Board for the State of California that is (are) active and in good standing ("Required License(s)"). As listed herein for the following Prequalification Categories:

- **General Facility Construction, including Seismic Renovation:**  
– "B" General Building Contractor License
- **OSHPD Facility Construction, including Seismic Renovation:**  
– "B" General Building Contractor License
- **Justice and/or Detention Construction including Seismic Renovation:**  
– "B" General Building Contractor License

The above listed licenses are mandatory for each Prequalification Category and each Experience Level listed therein.

**2.4 Financial Condition.** There has been no significant or material change in the financial condition of Applicant, or any other person or entity who has submitted a Statement of Financial Condition or independent accountant's report to aid in Applicant's prequalification, since the effective date of such Statement of Financial Condition or independent accountant's report.

**2.5 Labor Compliance.** The Applicant will, if awarded the Construction Contract for a Project, comply with all of the applicable provisions of the California Labor Code Sections 1770 et seq., including, without limitation, payment of prevailing wages, maintenance, and submission of weekly-certified payrolls, hiring of apprentices and establishment, implementation and maintenance of an injury and illness prevention program.

**2.5.1** County public works projects are subject to compliance monitoring and enforcement by the Department of Industrial Relations (DIR) in accordance with Labor Code Section 1771.4(a)(1). As part of this program, contractors and subcontractors on public works projects are required to be registered with DIR in accordance with Labor Code Section 1725.5. Unregistered contractors are not qualified to bid on, be listed in a bid proposal, listed as a subcontractor, or engage in the performance of any Public Works Contract, all as more particularly described in Labor Code Section 1771.1(a).

**ARTICLE 3**  
**PREQUALIFICATION SCHEDULE**

**3.1 Prequalification Schedule.**

The following is the anticipated schedule for the prequalification process (“Prequalification Schedule”):

- 3.1.1 Advertisement of Request for Prequalification ;**
- 3.1.2 Prequalification Conference (1) ;**
- 3.1.3 Prequalification Conference (2) ;**
- 3.1.4 Deadline for Requests for Clarification ;**
- 3.1.5 Final Date for County to Issue Clarifications ;**
- 3.1.6 Prequalification Submittals Due ;**
- 3.1.7 Project Reference Interviews (if conducted) To be determined**
- 3.1.8 Notice of Prequalification Selection To be determined**

**3.2 Schedule Changes.** The County reserves the right, at any time, to make additions, modifications, or deletions to any of the events or dates that comprise the Prequalification Schedule by issuance of a Prequalification Addendum. Unless otherwise expressly qualified in these Instructions or its attachments, references in these Instructions or its attachments to the Prequalification Schedule, or to dates in the Prequalification Schedule, shall mean the schedule and dates set forth in Section 3.1, above, as adjusted by any changes thereto made pursuant to a Prequalification Addendum.

**ARTICLE 4**  
**PREQUALIFICATION PROCEDURES**

**4.1 Prequalification Documents.** The Prequalification Documents consist of the following: (1) the Advertisement of Request for Prequalification; (2) these Instructions to Applicants (including, without limitation, all attachments hereto); and (3) Prequalification Addenda. Prequalification Documents may be obtained at the location(s) stated in the Advertisement of Request for Prequalification or from the County’s Website at: <http://www.rivcoeda.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>

**4.2 Prequalification Questionnaire.** Applicants will be evaluated for prequalification based on the responses that they give to the Prequalification Questionnaire and any additional information obtained by County in the manner permitted by the Prequalification Documents, including, without limitation, interviews by County of Project References provided by Applicant (if conducted). All responses to questions in the Prequalification Questionnaire must be made on the form of Prequalification Questionnaire attached hereto as Attachment No.4 for each Prequalification Category the Contractor submits for, or where there is insufficient space in the Prequalification Questionnaire to provide a complete response, on separate sheets signed by the individual executing the verification on behalf of Applicant. If more than one signed verification is required, such separate sheets need only be signed by one signer of the verification signing on behalf of the Applicant. Failure to provide available information that is required by the Prequalification Documents shall be grounds for disqualification. Failure to provide information requested in response to a Question contained in the Prequalification Questionnaire that does not constitute a “pass/fail” or scored Question (i.e., a Question that seeks background or contact information only) shall be accompanied by an explanation of the reason for the failure to respond and any failure to respond that is found by the County to be without substantial justification shall constitute a grounds for

disqualification. Unless otherwise requested elsewhere in the Prequalification Documents, all information provided shall be current as of the date of submission by Applicant of its Prequalification Submittal.

**4.3 Prequalification Submittal.** The following documents comprising the Applicant's Prequalification Submittal are required to be submitted by an Applicant in order to be considered for prequalification. Applicant shall complete **one (1) original marked "Original" and three (3) copies** for each of the Prequalification Categories for which it seeks consideration: a) General Facility Construction, including Seismic Renovation, b) OSHPD Construction, including Seismic Renovation; or c) Justice and/or Detention Construction, including Seismic Renovation. Within each Prequalification Category, the Contractor shall also select to submit for consideration under one or both Experience Levels:

- a) 175,000 – \$4,999,999 or
- b) \$5,000,000 to \$30,000,000.

If an Applicant seeks to be considered for both Experience Levels within a Prequalification Category, then a complete Prequalification submittal is required to be submitted by Applicant for each Level of the Prequalification Category,

Each Prequalification Package shall include:

**4.3.1** A completed **Prequalification Questionnaire** in the form attached hereto as **Attachment No. 4;**

**4.3.2** A completed **Verification** in the form attached hereto as **Attachment No.1,** signed in the manner required by these Instructions, on behalf of each of the following: (1) if the Applicant is an individual or a corporation, by the Applicant; or (2) if the Applicant is a partnership by the Applicant and by each of its Applicant Constituent Members;

**4.3.3** Completed and signed **Release(s) of Information** in the form attached hereto as **Attachment No.2,** signed in the manner required by these Instructions, on behalf of each of the following: (1) if the Applicant is an individual or a corporation, by the Applicant; or (2) if the Applicant is a partnership or Project Joint Venture, by its Managing Partner;

**4.3.4** A completed **Statement of Financial Condition** complying with the requirements below in Section 4.4 and a **signed Certificate of Accountant,** on the letterhead of Applicant's independent Accountant attesting to the fact that the Report complies with the requirements of Section 4.4 below and is found to be a correct representation of the management of the Applicant.

**4.3.5 Surety Statement:** Each Applicant is required to submit with its Prequalification Submittal a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) that is authorized to issue bonds in the State of California stating that the Applicant's capacity to obtain a performance bond and payment bond is sufficient at the time of execution of such statement for Applicant to enter into a Construction Contract for the minimum bonding capacity stipulated by the RFQ for the specific Prequalification Category and Experience Level for which the Applicant is submitting for consideration, and for such surety to issue a performance bond and payment bond for the full amount designated therein. The minimum threshold capacity for performance bond and payment bond is stipulated in the Questionnaire for each Prequalification Category and Experience Level for which the Contractor seeks to be considered. The submitted notarized statement must be from the surety company, not an agent or broker. Nothing stated in the Prequalification Documents shall be construed as limiting the County's right to require that an additional notarized statement from a surety be submitted by Applicant at the time of submission of its Bid that is based upon the full amount of such Bid or that a performance bond and payment bond be submitted by Applicant as part of its Bid in the full amount of its Bid, even if its Bid is more than the amount of the County's Budget.

**4.3.6 General Liability Insurance Coverage:**

**4.3.6 a Experience Level I Prequalification**

Each Applicant shall attach a copy of a current certificate of General Liability Insurance coverage of at least \$1,000,000 per occurrence / \$2,000,000 aggregate with a California-admitted insurance company and Workers Compensation Coverage to cover all activities of Applicant. The certificate of General Liability Insurance must be able to name "County of Riverside" as Additional Insured.

**4.3.6 b Experience Level II Prequalification**

Each Applicant shall attach a copy of a current certificate of General Liability Insurance coverage of at least \$2,000,000 per occurrence / \$4,000,000 aggregate with a California-admitted insurance company and Workers Compensation Coverage to cover all activities of Applicant. The certificate of General Liability Insurance must be able to name "County of Riverside" as Additional Insured.

**4.3.7 Bank Letter:** Each Applicant shall attach an original, signed letter(s) from Applicant's bank(s) on the bank's letterhead stationary confirming Applicant's relationship, credit, and banking history including the type of account(s) Applicant has, name of the branch manager, and his or her contact information. If Proposer's line of credit is held at an alternate financial institution, provide an original, signed letter from institution, on the institution's letterhead, verifying the availability of a line of credit.

**4.3.8 Current Registration with California Department of Industrial Relations (DIR):** Each Applicant shall attach a copy of the registration with California Department of Industrial Relations. The listed Applicant name on the license held for the Prequalification Submittal must match the DIR registrant name.

**4.3.9 Additional Information** The County reserves the right, but shall not have the obligation, to request additional information from an Applicant that may be necessary to complete the County's evaluation of the financial ability of any person or entity who has submitted a Statement of Financial Condition or independent accountant's report relied upon by the Applicant. Applicant is responsible to provide such information, if requested, within five (5) calendar days of request by the County.

**4.4 Financial Information.**

**4.4.1 Statement of Financial Condition.** Except as otherwise provided in Paragraph 4.4.5 or Paragraph 4.4.6, below, each Applicant is required to submit as part of its Prequalification Submittal a Statement of Financial Condition in compliance with Articles 4.4.2, 4.4.3 and 4.4.4 below.

**4.4.2 Time Period.** The information stated in a Statement of Financial Condition shall be current as of the end of the last full fiscal year ending more than sixty (60) Days prior to the deadline in the Prequalification Schedule for submission of Prequalification Submittals, without consideration of any adjustments to such deadline that may be made pursuant to Prequalification Addendum.

**4.4.3 Audit or Review.** The information reflected in a Statement of Financial Condition must be audited or reviewed in accordance with generally accepted accounting principles by an independent, certified public accountant who: (1) is registered and licensed under the laws of any of the United States; (2) is not employed by the Applicant or any of its Applicant Constituent Members; (3) does not have a direct or indirect interest, financial or otherwise, in the business of the Applicant or any of its Applicant Constituent Members; and (4) does not receive more than fifty percent (50%) of his/her/its total annual accounting fees from the Applicant or its Applicant Constituent Members. A certification of "compiled" financial information is not acceptable.

**4.4.4 Certificate of Accountant.** Except as otherwise permitted by Paragraph 4.4.5 or 4.4.6, below, each completed Statement of Financial Condition shall, when submitted to the County as part of the Applicant's Prequalification Submittal, be accompanied by a duly executed Certificate of Accountant, on the letterhead of the

Applicant's Accountant evidencing that the financial information reflected in the Statement of Financial Condition has been audited or reviewed by the Accountant and found to be a correct representation of the management of the proposing Contractor

**4.4.5 Small Business Exception.** An Applicant is exempt from the requirement to submit a Statement of Financial Condition under Public Contract Code Section 20101(e), if that Applicant is a small business pursuant to Government Code Section 14837(d)(1) seeking to bid projects that are "no more than 25 per cent of the qualifying amount provided in Section 14837(d)(1)."

**4.4.6 Exceptions.** No Statement of Financial Condition, Certificate or Accountant or independent accountant's report shall be acceptable which contains an opinion stating, in substance or effect, that the financial information of the person or entity audited, reviewed or reported does not present a fair and accurate statement of that persons or entity's financial position or that an opinion cannot be expressed because of restrictions placed on the audit, review or report, whether such restrictions are placed by the Applicant or otherwise. The submission of a Statement of Financial Condition and Certificate of Accountant or independent accountant's report that contains an exception must further include a statement of the reasons for the exception, the approximate amount involved and the overall effect of the exception on the financial condition of the person or entity whose financial condition is the subject of the audit, review or independent accountant's report. If the Applicant fails to complete all of the financial information requested or if exception (whether or not explained) is taken by the certified public accountant to any information provided, then the County reserves the right, in its sole and absolute discretion, to reject the entire Statement of Financial Condition or independent accountant's report or exclude any affected portion of the Statement of Financial Condition or independent accountant's report from consideration in determining whether the person or entity whose financial condition is under consideration meets the minimum requirements for prequalification.

**4.4.7 Project Joint Ventures.** The County recognizes that joint ventures formed for the purpose of bidding contracts may not have sufficient assets to satisfy the requirements for prequalification, even though the managing joint venture partner has such sufficient assets. Accordingly, if the Applicant is a Project Joint Venture, as defined in this Paragraph 4.4.7, then it will be sufficient if the Managing Partner of the joint venture submits the financial information required by this Section 4.4. A "Project Joint Venture" is a joint venture formed solely for the purpose of performing the classification of contracts for the County that are described in these instructions. "Principal Managing Partner" means the joint venture partner of a Project Joint Venture who is primarily responsible for the day-to-day management of the business of the Project Joint Venture and whose financial condition is necessary to Applicant's ability to prequalify for bidding the contracts within the Bidding Category(s) for which the Applicant seeks prequalification.

**4.5 Evaluation Process.** Each Applicant's Prequalification Submittal for each combination of Qualification Category and Experience Level will be evaluated based on a uniform system of scoring. Without limitation to any other requirements set forth in the Prequalification Documents, in order to successfully prequalify an Applicant must:

**4.5.1** Submit all of the documents and information comprising a complete Prequalification Submittal as required by Section 4.3, above and listed below;

**4.5.2** Meet the pass-fail requirements set forth in Part II of the Prequalification Questionnaire and listed below:

.a Proposer has submitted a completed Prequalification Questionnaire

.b Proposer has submitted a completed Verification Form as required by Article 4.3.2 meeting minimum stated requirements

.c Proposer has submitted a completed Release of Information Form as required by Article 4.3.3 meeting minimum stated requirements

.d Proposer has submitted a completed Statement of Financial Condition as required by Article 4.3.4 meeting minimum stated requirements

.e Proposer has submitted a completed **Certificate of Accountant** as required by Article 4.3.4 meeting minimum stated requirements

.f Proposer has submitted a completed **Surety Statement** as required by Article 4.3.5 meeting minimum stated requirements

.g Proposer has submitted a completed **Proof of General Liability Insurance Coverage** as required by Article 4.3.6 meeting minimum stated requirements

.h Proposer has submitted a completed **Bank Letter** as required by Article 4.3.7 meeting minimum stated requirements

.i Proposer has submitted evidence of **Registration with the California Department of Labor Relations (DIR)** as defined by Article 4.3.8 meeting minimum stated requirements

.j Proposer has successfully responded to all **Essential Requirements** as defined in Part II of the Prequalification Questionnaire

.k Proposer has provided the required **Project Reference Forms** as defined in Part V.C of the Prequalification Questionnaire

**4.5.3** At the conclusion of the Evaluation Process, Applicants with the top 4 to 6 combined score in each Qualification Category and Experience Level will be selected for the list of Pre-Qualified Prime Contractors for the scored questions and submitted project reference forms set forth in Part IV and V of the Prequalification Questionnaire and, if interviews of Project References are conducted, for the Project Reference interviews.

**4.6 Reference Interviews.** Without limitation to the County's rights under Section 4.8, below, County reserves the right, but assumes no obligation, to contact and interview any person or organization identified in Applicant's response to Part V, A of the Prequalification Questionnaire concerning the Applicant's past performance on its Project References. Interviews will be conducted in accordance with the rules for interviews set forth in Part V, C of the Prequalification Questionnaire following a pre-set list of questions set forth in Attachment No. 3 attached hereto. Applicant assumes sole responsibility for any inaccuracies, or lack of currency of, the information provided by the Applicant in its Project References. Incorrect or non-current contact Information provided in response to a request for a Project Reference may, in the sole discretion of County, be treated as a failure by the Applicant to provide a complete response, resulting in either a reduction in Applicant's score or disqualification.

**4.7 Additional Investigations.** In addition to the County's contacting the Project References listed in Applicant's responses to Part V of the Prequalification Questionnaire, County shall have the right, but not the obligation, before or after an Applicant has been prequalified, to investigate the facts or circumstances of any response by an Applicant. Except as provided in Article 5, below, the County has no obligation to afford any Applicant the opportunity, as part of the scoring process of an Applicant's Prequalification Submittal or otherwise, to respond to any adverse information that is received as a result of such investigations. In addition to the foregoing, the County shall have the right, but not the obligation, before or after an Applicant has been prequalified, to designate auditors to perform audits or reviews of the books or accounts of the person or entity whose financial information forms the basis for the Statement of Financial Condition or independent accountant's report submitted and relied upon by the Applicant in order to confirm the accuracy and completeness of the financial information provided. The Applicant must make provision for and is responsible to ensure full and prompt cooperation with such audits or reviews.

**4.8 Prequalification Selection.** The County will designate an individual or group of individuals to conduct the evaluation of the Applicant's Prequalification Submittal on behalf of the County. The identities of such individual(s) shall not be disclosed by the County to the Applicants. Those individual(s) designated to score the Prequalification Submittal shall be employees of the County.



**4.9 Unauthorized Communications.** Unless requested to do so in writing by County or as otherwise permitted by these Instructions, Applicants and Applicant Constituent Members shall not communicate, either verbally or in writing, concerning any aspect of the prequalification process with: (1) any consultant or professional retained by the County for the purpose of providing the County advice or professional services in respect to the prequalification process or the design or construction of the Project; or (2) any employee or representative of the County.

**4.10 Prequalification Conference.** A mandatory Prequalification Conference will be conducted on the date therefor that is set forth in the Prequalification Schedule commencing promptly at X:XX p.m. on XXXXX and XXXXX at the following location: 3403 Tenth Street, Suite 400, Riverside, CA 92501. Applicants must attend and sign in at the Prequalification Conference in order to be considered for prequalification.

**4.11 Proceedings.** Unless otherwise directed by the County in a Prequalification Addendum, all proceedings conducted for the purpose of or related to the prequalification of Applicants, other than the Prequalification Conference, shall be closed to the public.

**4.12 Requests for Clarification.** Applicants are solely responsible to seek clarification, if needed, of any portion of the Prequalification Documents. All requests by Applicants for clarification of the Prequalification Documents ("Request(s) for Clarification") must be submitted, between the hours of 8 a.m. and 5 p.m. at least three (3) calendar days prior to the deadline in the Prequalification Schedule for submission of Prequalification Submittals, by hand delivery, mail, fax or e-mail to the following: Address: 3403 Tenth Street, Suite 400, Riverside CA 92501 Phone: (951) 955-6619 Fax: (951) 955-4890 E-Mail: SChow@rivcoeda.org. Requests for Clarification received after that time will not be responded to. Failure by an Applicant to seek clarification of any portion of the Prequalification Documents shall neither relieve the Applicant from its representations as set forth in Article 2, above, nor serve as the basis for any claim by the Applicant that it was mistaken or misled in connection with the preparation of its Prequalification Submittal.

**4.13 Prequalification Addenda.** Interpretations, corrections, and changes by the County of the Prequalification Documents will be made by Prequalification Addenda. Interpretations, corrections, and changes of the Prequalification Documents made in any other manner shall not be relied upon by Applicants and will not be binding upon the County. Notice of issuance of a Prequalification Addendum issued before the deadline for initial submission of Prequalification Submittals set forth in Paragraph 3.1.5, above, shall be given only to the Applicants at the address provided by them at the Prequalification Conference. Notice of Prequalification Addenda that are issued after said deadline shall be given only to the Applicants who have submitted Prequalification Submittals in accordance with the requirements of the Prequalification Documents. It is the obligation of the Applicant to verify issuance of Notice by the County of a Prequalification addenda by checking County's website at Interpretations, corrections, and changes by the County of the Prequalification Documents will be made by Prequalification Addenda. Interpretations, corrections, and changes to the Prequalification Documents made in any other manner shall not be relied upon by Applicants and will not be binding upon the County. It is the obligation of the Applicant to verify issuance of Notice by the County of a Prequalification Addenda by checking County's website at:

<http://www.rivcoeda.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>

County will seek to distribute such Notices to Applicants via email or addresses as provided by Applicant. Failure of an Applicant to receive a Prequalification Addendum shall not entitle the Applicant to an extension of the Prequalification Schedule nor shall it permit the submission of any additional prequalification information after the deadline for receipt of the Prequalification Submittal set forth in the Prequalification Schedule.

**4.14 Preparation, Copies.** The portions of the Prequalification Submittal prepared or filled in by an Applicant must be either typed or completed in ink. Responses in pencil are unacceptable. For "Yes" or "No" answers, Applicants must indicate either "Yes" or "No" by putting a check mark or "X" mark in the box next to "Yes" or "No". If there is a requirement that the Applicant or any Applicant Constituent Member submit any additional documents, they shall be packaged as part of the Applicant's Prequalification Submittal. One (1) original marked "Original" and (3) copies of the Prequalification Submittals shall be submitted.

**4.15 Verification.** Prequalification Questionnaires must be verified in the manner required by Paragraph 4.3.2, above, using the form of verification attached hereto as Attachment No. 1 by an individual with legal authority to bind the person or entity on whose behalf such individual is signing.

**4.16 Submission.** One (1) original(s) marked "original" and three (3) copy(ies) of the Prequalification Submittal shall be submitted. Prequalification Submittals shall be hand delivered to, or received by mail at, 3403 Tenth Street, Suite 400, Riverside, CA 92501, at any time Monday through Friday between the hours of 8 a.m. to 5 p.m., prior to the deadline for receipt of Prequalification Submittals set forth in the Prequalification Schedule. Prequalification Submittals that are submitted after the deadline specified in the Prequalification Schedule will not be considered and will be returned, unopened. Oral, telephonic, facsimile, or electronically transmitted Prequalification Submittals will not be considered. The Applicant assumes full responsibility for timely delivery of its Prequalification Submittal at the location designated therefor in these Instructions.

**4.17 Sealed Envelope.** Each Prequalification Submittal, including the original(s) and each copy, shall at the time of delivery be enclosed in a single, sealed opaque envelope. Piecemeal submissions are not permitted. The envelope, as well as any outer envelope or packaging in which the envelope may have been placed by the Applicant or the carrier, shall be addressed and delivered as required by these Instructions and shall be clearly and conspicuously labeled with the Applicant's name and address and the words "CONFIDENTIAL RESPONSE TO REQUEST FOR PREQUALIFICATION OF PROSPECTIVE BIDDERS".

**4.18 Supplemental Information.** Without limitation to the County's rights under Section 4.22, below, unless requested by the County in a Prequalification Addendum or otherwise required by these Instructions, an Applicant shall not have the right to submit new or additional information to supplement its Prequalification Submittal after the deadline in the Prequalification Schedule for receipt of Prequalification Submittals.

**4.19 Withdrawal, Resubmission.** Prequalification Submittals may be withdrawn upon written notice to the County that is received by County at the place for receipt of Prequalification Submittals. Prequalification Submittals withdrawn prior to the deadline for receipt thereof set forth in the Prequalification Schedule may be resubmitted up to the deadline for receipt of Prequalification Submittals set forth in the Prequalification Schedule.

**4.20 Rejection, Cancellation, Revocation.** Without limitation to any of the County's other rights under the Prequalification Documents or applicable laws, the County reserves the right, exercised in its sole and absolute discretion, to at any time: (1) reject any Prequalification Submittal that fails to comply with the requirements of the Prequalification Documents or that contains any information that the County determines is false or misleading; (2) reject all Prequalification Submittals; (3) withdraw and cancel its Request for Prequalification of Prospective Bidders; (4) cancel, revoke or limit the prequalification status or rating of any Prequalified Bidder based on subsequently-learned information indicating that the Prequalified Bidder's Prequalification Submittal contained false or misleading information; (5) cancel, revoke or limit the prequalification status, or rating of any Prequalified Bidder based on receipt of new information that the Prequalified Bidder is obligated to disclose in accordance with its continuing obligations under Section 4.22, below, including, without limitation, any such new information that reflects a material change in the financial condition of any person or entity submitting a Statement of Financial Condition or independent accountant's report; or (6) cancel or revoke the prequalification status of all Prequalified Bidders for any reason, without cause and for its convenience (with or without the issuance of a further Request for Prequalification of Prospective Bidders). Exercise by County of its rights under this Section, or of any other right of County under these Instructions or applicable laws to cancel, revoke or limit the prequalification status or rating of any Prequalified Bidder shall not, under any circumstance, give rise to any liability or obligation on the part of County nor shall it constitute grounds for any claim by an Applicant or Prequalified Bidder for recovery from County of any loss, damage, cost or expense.

**4.21 New Information by Applicant.** Applicant has the continuing obligation, commencing upon submission of its Prequalification Submittal and continuing until Award of a Construction Contract, to immediately notify the County, in writing, if it learns that any of the following have occurred: (1) any statement made in its Prequalification Submittal was false or misleading when made; (2) circumstances have occurred since the Applicant submitted its Prequalification Submittal that, if they had occurred prior to the date that Applicant submitted its Prequalification Submittal, would have

constituted grounds for the automatic disqualification of the Applicant under the terms of Prequalification Questionnaire; provided, however, that the obligation set forth in Clause (2) of this Section 4.21 shall not extend to or include the providing of information that would involve a recalculation of the Applicant's Experience Modifier Rate; (3) there has been a change in or addition to the Applicant Constituent Members; (4) the Applicant has undergone a change in ownership in which ownership of 50% or more of its stock or assets has changed; or (5) there has occurred a reduction in net worth or working capital (as reported in the Statement of Financial Condition or independent accountant's report of such person or entity submitted as part of Applicant's Prequalification Submittal) of more than twenty-five percent (25%). Additional information provided by Applicant shall be submitted under oath using the form of verification provided as part of the Prequalification Documents.

**4.22 Certification for Bidding.** A Prequalified Bidder may be required by County, as a condition of submitting a Bid in the future as a result of this Prequalification, to prepare and file a certification affirming under oath that it has no new information to disclose that would constitute new information of the type that it has a continuing obligation to disclose pursuant to Section 4.21, above.

**4.23 Waiver of Irregularities.** County reserves the right to waive minor or clerical irregularities, errors, or omissions in the prequalification process, in the information contained in any Prequalification Submittal or in regard to any Applicant's compliance with the prequalification process. The County's determinations with respect to waiving or not waiving any such irregularities, errors, or omissions shall, in the exercise of its sole and absolute discretion, be final, and binding upon Applicant.

**4.24 Not Public Records.** Except as otherwise provided by applicable laws, a Prequalification Submittal (including, but not limited to, any included financial information) is not a public record and is not open to public inspection. However, contents of a Prequalification Submittal may be disclosed to third parties for the purpose of verifying information or in the process of an appeal or determination of a protest. If applicable law provides that the names of contractors applying for prequalification status are public records subject to disclosure, and if applicable law does not otherwise require, only the first page of the Prequalification Questionnaire will be disclosed.

**4.25 Applicable Laws.** All Prequalification Submittals must be submitted, filed, made, and executed in accordance with applicable laws, whether or not such applicable laws are expressly referred to in or conflict with the requirements of the Prequalification Documents.

**4.26 Costs and Expenses.** Applicants shall bear, at their own expense and without reimbursement by the County, all costs, and expenses associated with their participation in the prequalification process or in connection with the preparation or submission of Bids for the Project.

**4.27 Receipt of Notices.** Notices by the County to an Applicant that are issued after the deadline in the Prequalification Schedule for submission of Prequalification Submittals shall be deemed delivered and received by the Applicant if provided by delivery, mail, facsimile or e-mail to the Applicant at the address provided by the Applicant at the Prequalification Conference, in its Prequalification Submittal, or at the Applicant's last known address. It is the obligation of the Applicant to verify issuance of Notice by the County of a Prequalification addenda by checking County's website. County will seek to distribute such Notices to Applicants via email or addresses as provided by Applicant. Failure of an Applicant to receive a Prequalification Addendum shall not entitle the Applicant to an extension of the Prequalification Schedule nor shall it permit the submission of any additional prequalification information after the deadline for receipt of the Prequalification Submittal set forth in the Prequalification Schedule.

**4.28 Notice of Prequalification.** The County will issue a notice ("Notice of Prequalification") to Applicants who have successfully prequalified. Formal issuance of a Notice of Prequalification is for the convenience of the Applicants and is not a condition to the validity of the County's determination that an Applicant is or is not prequalified.

**4.29 Non-Transferable.** Neither an Applicant's Prequalification Submittal nor a Prequalified Bidder's prequalification status is assignable or transferable. Any attempt to assign or transfer in violation of this provision shall be null and void.

**4.30 Subsequent Responsibility Determination.** A determination that an Applicant is prequalified does not constitute a waiver by the County of its right to make a subsequent determination that a Prequalified Bidder, or any Subcontractor to a Prequalified Bidder, is not a responsible bidder as defined in Public Contract Code Section 1103 to submit a Bid for Award of the Construction Contract for the Project.

**4.31 Debriefing.** At the County's option, exercised in its sole and absolute discretion after the issuance of the Notice of Prequalification, the County may make available for those requesting it an opportunity for a debriefing. Debriefings, if conducted, will be conducted in accordance with the Prequalification Schedule. At the prequalification debriefings, summaries of the overall evaluation of an Applicant's Prequalification Submittal will be reviewed. Copies of Prequalification Submittals or scoring of individual questions will not be provided nor will there be point-by-point comparisons of competing Prequalification Submittals.

## **ARTICLE 5** **APPEALS AND PROTESTS**

### **5.1 Appeals.**

**5.1.1 Appeal of Prequalification Determination.** Any Applicant may dispute the County's determination denying prequalification status to the Applicant by filing an appeal provided that each and all of the following are complied with:

.1 The appeal shall be in writing and include a request for hearing of the appeal.

.2 The appeal shall be based on a dispute relating to the prequalification rating of the Applicant filing the appeal; appeals are not permitted if the reason for disqualification is the failure by Applicant to submit a complete Prequalification Submittal.

.3 The appeal shall be filed with and received by the County at the following address: 3403 Tenth Street, Suite 400, Riverside, CA 92501, not more than ten (10) calendar days following the date of issuance of the County's Notice of Prequalification. Failure to timely file an appeal shall constitute grounds for the County to deny the appeal without further consideration of the grounds stated therein and shall constitute a waiver by Applicant of any and all rights to challenge the prequalification decision of the County, whether by administrative process, judicial process or any other legal process or proceeding.

**5.1.2 Notification of Grounds.** If the Applicant's written notice of appeal requests that County give a written explanation of the basis for disqualification, then County shall provide the Applicant with a written statement of the basis for Applicant's disqualification and any supporting evidence that has been received from others or adduced as a result of an investigation by the Applicant.

**5.1.3 Hearing.** An Applicant that has properly filed an appeal in accordance with the requirements of Paragraph 5.1.1, above, shall be given notice and opportunity to appear before a committee ("Appeal Committee"), consisting of individuals appointed by the County Economic Development Agency, to rebut any evidence used as a basis for disqualification and to present evidence as to why the Applicant should be prequalified. Hearing before the Appeal Committee shall be an informal process. If the Applicant chooses not to avail itself of this process, then the County's determination that the Applicant is not prequalified may be adopted by the County without further proceedings.

**5.1.4 Final Decision.** The Appeal Committee shall provide a written decision to the Applicant filing the appeal, either granting or denying the appeal. A written decision of the Appeal Committee on an appeal shall be final, unless overturned by the Board of Supervisors.

**5.2 Protests.** Any protest with respect to the conduct of the prequalification process, not involving an appeal by an Applicant pursuant to Section 5.1, above, of a determination that such Applicant is not prequalified, must be filed within ten (10) calendar days following the date of issuance of the County's Notice of Prequalification. Such protest shall state the grounds for the protest and any evidence and legal authority for such protest. Without limitation to the provisions of Section 1.16, above, failure to do so shall result in Applicant waiving all rights and grounds for protest of the County's execution, handling, or implementation of the prequalification process. Determination by County of protests that are properly and timely noticed in accordance with this Section 5.2 shall be made by County based on the information submitted as part of the protest and without the necessity of a hearing.

**5.3 Bid Closing.** The date for submission of Bids for a Project subject to this Prequalification shall not be delayed or postponed to allow for completion of the processing of an appeal or protest.

**ATTACHMENT NO. 1**

**VERIFICATION**

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_

I have read the foregoing **PREQUALIFICATION QUESTIONNAIRE (including, without limitation all attached pages)** and know its/their contents.

- The matters stated in the foregoing document are true of my own knowledge except as to those matters, which are stated, on information and belief, and as to those matters, I believe them to be true.
- I am \_\_\_ an officer \_\_\_ a partner \_\_\_ a member \_\_\_ the sole proprietor of \_\_\_\_\_, a \_\_\_\_\_, and am authorized to make this verification for and on its behalf, and I make this verification for that reason.
  - I am informed and believe and on that ground allege that the statements made in the foregoing document are true.
  - The matters stated in the foregoing document are true of my own knowledge except as to those matters, which are stated, on information and belief, and as to those matters, I believe them to be true.

Executed on \_\_\_\_\_ (date), at \_\_\_\_\_ (city), California.

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

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature

**ATTACHMENT NO. 2**

**AUTHORIZATION TO RELEASE INFORMATION**

The undersigned hereby authorizes and consents to the County of Riverside ("County") obtaining information from third parties, including, but not limited to, any individual(s) or individual representative(s) of any firm(s), entity(ies) or organization(s) listed in the Applicant's Prequalification Submittal, for the purpose of verifying the information provided or for any other purpose related to the evaluation of Applicant's qualifications. To ensure the effectiveness of the prequalification process, such individuals must be able to speak frankly and openly. Accordingly, the undersigned hereby fully and unconditionally releases and discharges the third party individuals, and the firms, entities and organizations they represent, from any claim or liability relating to information provided by it/him/her/them to the County in connection with the processing, investigation and evaluation by County of the Applicant's Prequalification Submittal.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **ATTACHMENT NO. 3**

### **STANDARDIZED PROJECT REFERENCE INTERVIEW QUESTIONS**

The following questions will be used to conduct interviews concerning past performance by Applicant on a project listed by Applicant as a Project Reference in its responses to Part V, C of the Prequalification Questionnaire. The County will conduct the interviews in accordance with the rules set forth in Part V, A of the Prequalification Questionnaire. No action on the Applicant's part is necessary. These questions are included in the package for information purposes only.

First, please give a brief description of the project listed as one of the Applicant's Project References.

1. On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel? (Max. 10 points)
2. On a scale of 1-10, with 10 being the best, did the contractor provide qualified supervision?
3. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? (Max. 10 points)
4. On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? (Max. 10 points)
5. Was the project completed on time? (10 points if the answer is "Yes").  
Or, if the answer is "no," on a scale of 1-9, with 9 representing the least responsibility, to what extent was the contractor responsible for the delay in completion?
6. On a scale of 1-10, with 10 being the best, rate how the contractor performed in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 10 points)
7. On a scale of 1-10, with 10 being the best, rate the contractor on whether there were a low number of claims, despite the complexity of the project, and how easy it was to resolve them. (Max. 10 points)
8. On a scale of 1-10, with 10 being the best, how would you rate the quality of the contractor's performance overall? (Max. 10 points)





**ATTACHMENT NO. 4**  
**PREQUALIFICATION QUESTIONNAIRE**  
**FOR**  
**PRIME CONTRACTORS SEEKING TO BID ON**  
**CONSTRUCTION PROJECTS**

- GENERAL FACILITY CONSTRUCTION INCLUDING SEISMIC RENOVATION
- OSHPD FACILITY CONSTRUCTION INCLUDING SEISMIC RENOVATION
- JUSTICE AND/OR DETENTION CONSTRUCTION INCLUDING SEISMIC RENOVATION

**EXPERIENCE LEVEL I: \$175,000 TO \$4,999,999**

**EXPERIENCE LEVEL II: \$5,000,000 TO \$30,000,000**



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**ATTACHED FORMS**

**Part IV A Project Experience Form A: General Facility Construction, including Seismic Renovation.....21**

**Part IV B Project Experience Form B: OSHPD Facility Construction, including Seismic Renovation.....23**

**Part IV C Project Experience Form C: Justice and/or Detention Construction, including Seismic Renovation.....24**

**Part V Project Reference Form.....26**

## **PART I: GENERAL INFORMATION**

A. Name of firm completing this questionnaire: \_\_\_\_\_

B. Applicant must submit a complete Prequalification Package for each Prequalification Category for which it seeks consideration. This Application is submitted for Consideration of Prequalification as a Prime Contractor for Construction Projects for the following Prequalification Category. (Check one box below per application package):

- General Facility Construction, including Seismic Renovation**
- OSHPD Facility Construction, including Seismic Renovation**
- Justice and/or Detention Construction including Seismic Renovation**

B. Applicant can submit a Prequalification Package for each Experience Level within a Prequalification Category for which it seeks consideration. This Application is submitted for Consideration of Prequalification as a Prime Contractor for Construction Projects for the following Experience Level within the above noted Prequalification Category: (Check one box below per application package):

- Experience Level I** – Applicant is entitled to bid select construction projects between \$175,000 and \$ 4,999,999. Applicant's actual bid limit will be based on the Applicant's single bond limit specified in its letter of bondability, or \$4,999,999, whichever is less. The Applicant's maximum bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.
  
- Experience Level II** – Applicant is entitled to bid select construction projects \$5,000,000 up to \$30,000,000. Applicant's actual bid limit will be based on the Applicant's ability to provide a minimum \$30,000,000 single bond limit specified in their letter of bond ability. The Applicant's bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.

**Part I - Instructions**

**All of the answers by Applicant to the Questions in this Part I must be provided, but are for informational purposes and are not scored.**

1. Applicant Name: \_\_\_\_\_ Check One:  Corporation  
(As it appears on Required License)  Partnership  
 Sole Proprietor
  
2. Contact Person: \_\_\_\_\_
  
3. Address: \_\_\_\_\_
  
4. Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_
  
5. If Applicant is a sole proprietor, partnership or Project Joint Venture, list below or on separate signed sheets the following:
  - A. Applicant Constituent Members (refer to Article 1.9 of RFQ for definition):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - B. License number(s) of Required License(s) currently held by Applicant (refer to Article 2.3 of RFQ for definition):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - C. License number(s) of other active contractor licenses issued by the California State Contractors' License Board and currently held by Applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  - D. Registration number issued by the California Department of Industrial Relations (DIR) currently held by Applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If any Required License is held in the name of a corporation or partnership, for each such Required License list below the name of the individual who serves as the qualifier or qualifying individual on behalf of the Applicant for the Required License:

Required License: \_\_\_\_\_

DIR Registration Number: \_\_\_\_\_

Qualifier (Name (first, middle, and last) and Address):  
\_\_\_\_\_

Required License: \_\_\_\_\_

DIR Registration Number: \_\_\_\_\_

Qualifier (Name (first, middle, and last) and Address):  
\_\_\_\_\_

7. Has there been any change in ownership of the Applicant, (or Applicant Constituent Members if it is a Project Joint Venture), at any time during the past three (3) years?

Yes

No

If Applicant is a publicly traded corporation, then check here and no other response to this Question is required.

If "yes," explain: \_\_\_\_\_  
\_\_\_\_\_

8. Is the Applicant (or Applicant's Constituent Members if Applicant is a Project Joint Venture), a subsidiary, parent, holding company, or affiliate of another construction firm? (For purposes of this Question, an Applicant shall only be deemed an affiliate of another construction firm, and vice versa, if one owns 50% or more of the other, or if an owner, partner, director or officer of one holds a similar position as owner, partner, director or officer in the other).

Yes

No

If "yes," describe the co-ownership or affiliation:  
\_\_\_\_\_  
\_\_\_\_\_

9. Has the Applicant's (or Applicant's Constituent Members if it is a Project Venture), name or license number on any license issued to Applicant by the California State Contractors' License Board been changed within the past five (5) years?

Yes

No

If "yes," explain: \_\_\_\_\_

10. Has any owner, partner, director, or officer of Applicant (or Applicant's Constituent Members if Applicant is a Project Joint Member) operated a construction firm under any other name within the past five (5) years?

Yes       No

If "yes," explain: \_\_\_\_\_  
\_\_\_\_\_

11. Does any corporate officer, corporate director, partner, or owner hold a similar position in any other construction firm?

Yes       No

If "yes," explain: \_\_\_\_\_  
\_\_\_\_\_

12. Provide the following information concerning the Applicant's current surety:

Name of bonding company/surety: \_\_\_\_\_  
\_\_\_\_\_

Name of surety agent, address, and telephone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. List below all other sureties (name and address) that have written bonds (performance or payment) for Applicant or an Applicant Constituent Member within the last three (3) years, including the name of the principal on the bond and the date on which the bond was issued:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **PART II: ESSENTIAL REQUIREMENTS**

### **Part II - Instructions**

**All of the answers by Applicant to the Questions in this Part II are evaluated on a "pass/fail" basis. The Applicant will be immediately disqualified if (1) its answer to any of Questions 1 through 7 is "no" or (2) its answer to any of Questions 8 through 11 is "yes".**

1. Has Applicant been issued by the State of California and does Applicant currently hold a currently active and valid contractor's license within each of the classification(s) of the Required License(s) as required for the Category of Prequalification?

Yes       No

2. Has Applicant attached evidence of current registration with the California Department of Industrial Relations?

Yes       No

3. Does Applicant currently have a liability insurance policy with a policy limit of at least the following amount(s):

For Experience Level I Prequalification  
\$ 1,000,000 per occurrence and \$ 2,000,000 aggregate?

OR

For Experience Level II Prequalification  
\$ 2,000,000 per occurrence and \$ 4,000,000 aggregate?

Yes       No

4. Is Applicant in compliance with the workers' compensation insurance requirements required by the California Labor Code by reason of one of the following:

A. Applicant has a current workers' compensation insurance policy as required by the California Labor Code

Yes       No

B. Applicant is legally self-insured pursuant to California Labor Code Section 3700 et. seq.

Yes       No

C. Applicant is exempt from these requirements because it has no employees

Yes       No

5. If Applicant is not exempt on the basis that Applicant is a small business pursuant to Government Code Section 14837(d)(1) seeking to bid projects that are no more than 25 percent of the qualifying amount provided in said Section 14837(d)(1), has Applicant provided with its Prequalification Submittal a reviewed or audited Statement of Financial Condition or independent accountant's report that complies with the requirements of the Instructions?

Yes       No       Applicant is exempt

6. Has Applicant submitted with its Prequalification Submittal a notarized statement prepared in accordance with the Instructions from an admitted surety insurer (approved by the California Department of Insurance) that is authorized to issue bonds in the State of California stating that the Applicant's current bonding capacity is sufficient at the present time for Applicant to enter into a contract for the amount as stipulated for the Experience Level that it seeks prequalification?

For Experience Level I Applicant's Surety attests that Applicant's current bonding capacity is between \$175,000 to \$4,999,999 and has identified the limit of this capacity

Or

For Experience Level II Applicant's Surety attests that Applicant's current bonding capacity is \$30,000,000 or greater and has identified the limit of this capacity.

Yes       No

Bonding Capacity Limit: \$ \_\_\_\_\_

7. Has Applicant submitted with its Prequalification Submittal a Bank Letter prepared in accordance with the Instructions confirming Applicant's relationship, credit, and banking history including the type of account(s) Applicant has, name of the branch manager, and his or her contact information?

Yes       No

8. Within the past five (5) years has a contractor's license issued to Applicant or an Applicant Constituent Member by the California State Contractors' License Board been revoked?

Yes       No

9. Within the past five (5) years has a surety completed a contract on behalf of Applicant or any Applicant Constituent Member, or paid for completion of a contract (public or private) entered into by Applicant or an Applicant Constituent Member, because Applicant or an Applicant Constituent Member was defaulted or terminated by a project owner?

Yes       No

10. Is Applicant or any Applicant Constituent Member currently ineligible to bid on or be awarded a public works contract, or perform as a contractor on a public works contract, pursuant to either California Labor Code Section 1777.1, California Labor Code Section 1777.7 or California Labor Code Section 1725.5?

Yes       No

11. Within the past five (5) years has Applicant, an Applicant Constituent Member, or any owner, partner, director, or officer of either, been convicted of a crime related to the awarding, bidding or performance of a construction contract?

Yes       No

### **PART III: ORGANIZATION AND STRUCTURE**

#### **Part III – Instructions**

**All of the answers by Applicant to the Questions in this Part III are for informational purposes only and are not scored.**

1. If Applicant is a Corporation, state:

A. Year incorporated: \_\_\_\_\_

B. State of incorporation: \_\_\_\_\_



- C. For each person who is either (i) an officer of the corporation (president, vice president, secretary, treasurer), or (ii) the owner of 10% or more of the corporation's stock:

| Person's Name | Position | Years with Company | % Ownership |
|---------------|----------|--------------------|-------------|
|               |          |                    |             |
|               |          |                    |             |
|               |          |                    |             |
|               |          |                    |             |
|               |          |                    |             |

- D. Every construction firm that any person listed in the answer to immediately preceding Subpart c of this Question has been associated with (as owner, director, partner, or officer) at any time within the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10% or more in the firm, which in the case of a firm that is a corporation shall mean 10% or more of its stock):*

| Person's Name | Construction Firm | Dates of Person's Association with Construction Firm |
|---------------|-------------------|--|
|               |                   |  |
|               |                   |  |
|               |                   |  |
|               |                   |  |

2. If Applicant is a Partnership, state:

- A. Date of formation: \_\_\_\_\_
- B. State under whose laws the partnership was formed: \_\_\_\_\_
- C. State the following information for each Applicant Constituent Member of the partnership:

| Name | Position | Years with Company | % Ownership |
|------|----------|--------------------|-------------|
|      |          |                    |             |
|      |          |                    |             |
|      |          |                    |             |
|      |          |                    |             |
|      |          |                    |             |

- D. Every construction firm that any person listed in the answer to immediately preceding Subpart C of this Question has been associated with, (as owner, director, partner, or officer) at any time within the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10 % or more in the firm, which in the case of a firm that is a corporation shall mean 10 % or more of its stock):*

| Person's Name | Construction Firm | Dates of Person's Association with Construction Firm |
|---------------|-------------------|--|
|               |                   |  |
|               |                   |  |
|               |                   |  |
|               |                   |  |

3. If the Applicant is a sole proprietorship state:

- A. Date of commencement of business: \_\_\_\_\_
- B. Every construction firm that the sole proprietor has been associated with (as owner, general partner, limited partner, or officer) at any time during the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10 % or more in the firm, which in the case of a firm that is a corporation shall mean 10 % or more of its stock):*

| Person's Name | Construction Firm | Dates of Person's Association with Construction Firm |
|---------------|-------------------|--|
|               |                   |  |
|               |                   |  |
|               |                   |  |

4. If the Applicant is a Project Joint Venture (refer to Paragraph 4.4.7 of Instructions for definition state:

- A. Date of formation of the Project Joint Venture: \_\_\_\_\_
- B. The following information for each Applicant Constituent Member of the Project Joint Venture:

| Name of Applicant Constituent Member | % Ownership of Project Joint Venture |
|--------------------------------------|--------------------------------------|
|                                      |                                      |
|                                      |                                      |
|                                      |                                      |

- C. Every construction firm that any person listed in the answer to immediately preceding Subpart B of this Question has been associated with (as owner, director, partner, or officer) at any time within the past five (5) years. *(For purposes of this Question only, the words "owner" and "partner" refer to a person holding an ownership interest of 10% or more in the firm, which in the case of a firm that is a corporation shall mean 10% or more of its stock):*

| Person's Name | Construction Firm | Dates of Person's Association with Construction Firm |
|---------------|-------------------|--|
|               |                   |  |
|               |                   |  |
|               |                   |  |

**PART IV: PERFORMANCE HISTORY**

**Part IV - Instructions**

The answers given by the Applicant to the Questions in this Part IV will be scored.

1. How many full calendar years prior to submission of its Prequalification Submittal has the Applicant (or if the Applicant is a Project Joint Venture, its Principal Managing Partner, as defined in Paragraph 4.4.7 of the Instructions) in its current organizational form, been doing business in California as a contractor performing work of the type for which a contractor's license has been issued to Applicant within the classification of each and all of the Required License(s)?

\_\_\_\_\_ # of years

2. State the Applicant's gross revenues for each of the past three (3) full calendar years:

20\_\_\_: \_\_\_\_\_ 20\_\_\_: \_\_\_\_\_ 20\_\_\_: \_\_\_\_\_

3. At any time during the past seven (7) years has Applicant or any Applicant Constituent Member (1) declared bankruptcy; (2) had filed against it a petition for involuntary bankruptcy; (3) been placed in receivership; or (4) entered into an assignment of substantially all of its assets for the benefit of its creditors? *(An occurrence of any of the foregoing events within the past three (3) years constitutes grounds for automatic disqualification).*

Yes  No

If "yes," attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

4. Has any license issued by the California State Contractors' License Board to Applicant, an Applicant Constituent Member, or a Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) of either, been suspended at any time within the past five (5) years?

Yes  No

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

5. At any time within the past five (5) years has Applicant been assessed liquidated damages, the assessment of which was not subsequently withdrawn or adjudged improper, on the basis of an assertion by a public or private owner that Applicant did not complete a construction project in accordance with the timing requirements of the construction contract between such owner and Applicant?

Yes  No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, the amount of liquidated damages assessed, and all other information necessary to fully explain the assessment of liquidated damages.

6. At any time within the past five (5) years has Applicant, an Applicant Constituent Member, or any construction firm in which any of Applicant's or an Applicant Constituent Member's owners, directors,

officers or partners was associated as an owner, director, officer or partner, been debarred or disqualified from bidding on any government agency or public works project for any reason?

Yes       No

If "yes," explain on a separate signed page. State whether the firm involved was the Applicant, an Applicant Constituent Member or another firm. Identify by name of the firm, the name of the person having a position in the Applicant or Applicant Constituent Member who was associated with that firm, the year of the event, the government agency, the project, and the basis for the government agency's action.

7. Within the past five (5) years has Applicant or an Applicant Constituent Member been denied an award of a public works contract based on a finding by a public agency that it was not a responsible bidder?

Yes       No

If "yes," explain on a separate signed page. Identify the year of the event, the public agency, the project, and the basis for the finding by the public agency.

#### **Part IV - Instructions - Questions 8 and 9**

**Questions 8 and 9 refer only to disputes between Applicant and the owner (public or private) of a project. Applicants need not include information about disputes: (1) where the total amount of damages or losses alleged by the project owner was less than \$50,000; or (2) between Applicant and a supplier, another contractor, or subcontractor. Applicants need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor or supplier and a project owner and there were no allegations on the part of the owner or the subcontractor or supplier of wrongdoing or fault on the part of the Applicant involving acts or omissions of the Applicant that were independent of the acts or omissions of the subcontractor or supplier.**

8. Within the past five (5) years has any lawsuit or arbitration been commenced against Applicant concerning Applicant's work on a public or private construction project?

Yes       No

If "yes," on separate signed sheets identify the lawsuit(s) and/or arbitration(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court or tribunal in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

9. Within the past five (5) years has commenced any lawsuit or arbitration against a project owner concerning work on, or payment for, a public or private project.

Yes       No

If "yes," on separate signed sheets identify each such lawsuit or arbitration by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, the court or tribunal in which the case was filed and brief descriptions of the claim's nature and status (pending or, if resolved, the terms of its resolution).

10. Within the past five (5) years has any surety company made any payments on behalf of Applicant or an Applicant Constituent Member as a result of a default, or to satisfy any claims made against a performance or payment bond issued on Applicant's or an Applicant Constituent Member's behalf, in connection with a public or private construction project?

Yes       No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date and nature of resolution of such claim if resolved, including, the amount, if any, of the payment by which the claim was resolved.

11. Within the past five (5) years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for Applicant or an Applicant Constituent Member?

Yes       No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance, and the year of the refusal.

12. Has Applicant, an Applicant Constituent Member, or an owner, director, officer or partner of either, ever been found, based on a finding of its making any false claim or material misrepresentation to any public agency or entity, liable in a civil suit or guilty in a criminal action?

Yes       No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

13. Has Applicant, an Applicant Constituent Member, or an owner, director, officer or partner of either, 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 page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

14. Has Applicant, an Applicant Constituent Member or an owner, director, officer or partner of either, ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes       No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the state and district if a federal court), the year and the criminal conduct.

15. Has Applicant or an Applicant Constituent Member been required to pay a premium of more than 1% for a performance and payment bond on any project(s) on which it worked at any time within the past three (3) years; and, if so, what is the highest percentage that Applicant or any Applicant Constituent Member was required to pay? (*Applicant may, at its option, provide an explanation for a percentage rate higher than 1%*).

No       Yes Percentage: \_\_\_\_\_%

16. Within the past five (5) years, has Applicant or an Applicant Constituent Member ever been denied bond coverage by a surety company, or has there ever been a period of time when Applicant or an Applicant Constituent Member had no surety bond in place during a public construction project when one was required?

Yes       No

If yes, provide details on a separate signed sheet indicating the date when coverage was denied, the name of the company or companies which denied coverage and the period during which no required surety bond was in place.

17. Within the past five (5) years has CAL OSHA cited and assessed a penalty against Applicant (or, if the Applicant is a Project Joint Venture, its Principal Managing Partner) for any "serious," "willful" or "repeat" violations of its safety or health regulations? *(If an appeal of a citation has been filed, and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, it need not be included in Applicant's response).*

Yes       No

If "yes," attach a separate signed page describing each such citation, including information about the date of the citation, the nature of the violation, the project on which the citation was issued, and the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

18. At any time within the past five (5) years has the federal Occupational Safety and Health Administration cited and assessed penalties against Applicant or any Applicant Constituent Member? *(If an appeal of a citation has been filed, and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, it need not be included in Applicant's response.)*

Yes       No

If "yes," attach a separate signed page describing each such citation.

19. At any time within the past five (5) years has the Environmental Protection Agency ("EPA"), any Air Quality Management District ("AQMD") or any Regional Water Quality Control Board ("RWQCB") cited and assessed penalties against either Applicant, an Applicant Constituent Member or the owner of a project on which either was the contractor? *(If an appeal of a citation has been filed, and the EPQ, AQMD or RWQCB has not yet ruled on the appeal, it need not be included it in Applicant's response).*

Yes       No

If "yes," attach a separate signed page describing each such citation.

20. How frequently does Applicant hold documented safety meetings for construction employees and field supervisors during the course of a project (public or private)?

\_\_\_\_\_

21. State the Applicant's EMR (Experience Modification Rate) for the past three (3) full calendar years (this information is available from the Applicant's insurance carrier). *Applicants are hereby instructed to submit as part of their Prequalification Submittal OSHA No. 300 logs covering the past three (3) full calendar years as verification of its response to this Question 21.*

20\_\_ : \_\_\_\_\_ 20\_\_ : \_\_\_\_\_ 20\_\_ : \_\_\_\_\_

If an EMR for any of the above three (3) years is or was 1.00 or higher, Applicant may attach signed sheets explaining the reasons for such EMR.

22. Within the past five (5) years has there ever been a period when Applicant or an Applicant Constituent Member had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes       No

If "yes," explain the reason for the absence of workers' compensation insurance or state-approved self-insurance on a separate signed page. If "no" then: (1) provide (a) a statement by the Applicant's current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the past five (5) years or (b) written evidence of the existence of state-approved self-insurance for the past five (5) years; or (2) if Applicant has been in the construction business for less than five (5) years, provide (a) a statement by Applicant's workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that Applicant has been in the construction business or (b) written evidence of the existence of state-approved self-insurance for the period that Applicant has been in the construction business.

23. Has there been more than one occasion within the past five (5) years when was required to pay either back wages or penalties for its failure to comply with the California prevailing wage laws? (*Violations of the prevailing wage laws by a subcontractor need not be included in the Applicant's response*).

Yes       No

If "yes," attach a separate signed page or pages describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were required to be paid.

24. Has there been more than one occasion within the past five (5) years when was required to pay either back wages or penalties for its failure to comply with the Federal Davis-Bacon prevailing wage laws? (*Violations of the prevailing wage laws by a subcontractor need not be included in the Applicant's response*).

Yes       No

If "yes," attach a separate signed page or pages describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were required to be paid.

25. Have there been one or more public works projects in the past five (5) years wherein Applicant has been found by the Department of Industrial Relations to have violated any provision of the California apprenticeship laws or regulations, or the laws pertaining to the use of apprentices on public works? (*Applicant need not include in its response any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and the Applicant or the Applicant Constituent Member, as general contractor on a project, had no knowledge of the subcontractor's violation at the time it occurred*).

If none, answer "No". If any, attach a separate signed page describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was

constructed, and the amount of the penalty assessed, and attach copies of the Department of Industrial Relations' final decision(s).

Yes       No

26. Provide below or on separate sheets the name, address, and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from which Applicant intends to request the dispatch of apprentices to Applicant for use on the Project for which prequalification is sought by Applicant.

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27. If Applicant operates its own State-approved apprenticeship program, state below or on separate signed sheets:

A. The craft or crafts in which apprenticeship training was provided in the past year:

\_\_\_\_\_

B. The year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of Applicant's apprenticeship program(s): \_\_\_\_\_

C. The number of individuals who were employed as apprentices at any time during the past three (3) years in each apprenticeship program

Number of Apprentices over past 3 years: \_\_\_\_\_

D. The number of individuals who, during the past three years, completed apprenticeships in each craft while employed

Number of Persons completing Apprenticeship  
In past 3 years: \_\_\_\_\_

28. How many Public Agency Facilities has the Applicant (or, if the Applicant is a Project Joint Venture, its Principal Managing Partner) constructed, in its capacity as a B-License Prime Contractor, that are located in the County of Riverside during the past ten (10) years?

Number of Facilities: \_\_\_\_\_

### **Project Reference Interviews**

**Applicants are advised that the County reserves the right, in its sole discretion, to conduct or not conduct past performance interviews of up to six (6) of the Project References listed in the Applicant's responses to Part V, A, and B above. If such interviews are conducted, then the following rules shall be followed:**

1. Contacts for Project References may be contacted for the purpose of either (1) confirming information provided by the Applicant, (2) conducting interviews on past performance, or (3) both confirming information and conducting interviews on past performance.

2. Communications with contacts for the purpose of only confirming information need not be conducted for every Applicant, are not scored and do not follow a prescribed set of questions.



3. The County will select up to six (6) Project References from among all of the Project References provided in the Applicant's responses to Part V, A above, for the purpose of conducting past performance interviews. If such interviews are conducted for any Applicant they will be conducted for all Applicants.

4. Failure of Applicant to receive a pre-established minimum score for any past performance interview of a contact given by Applicant as a part of a Project Reference shall constitute a ground for automatic disqualification.

5. The Applicant has been requested in Part V, A above, to provide for each Project Reference six (6) contacts for past performance interviews from: Owner, Architect or Engineer and Construction Manager. If any one of these six (6) contacts cannot be located, the Applicant must provide in its response to Part V, A above, an explanation that includes a description of the efforts made to locate the contact.

6. Failure to provide a contact in response to the Part V, A above, when such information is found to have been reasonably available to the Applicant, constitutes a grounds for disqualification. Where a contact requested by Part V, A above, cannot be reasonably located by Applicant, failure to list that contact shall not be a grounds for disqualification unless Applicant fails to provide at least one contact for a Project Reference, in which case such failure shall be a grounds for disqualification.

7. Past performance interviews shall be conducted by telephone. Applicants are responsible to ensure that the individuals listed as contacts in the Project References are available for past performance interviews. County will make two attempts by telephone to reach a contact. If a contact does not respond within forty-eight hours after the second of two telephonic attempts, the contact will be deemed unavailable. If a contact does not respond, the same effort will be made to contact the other contacts provided. If no contacts are available, the Applicant shall be disqualified.

8. A space has been provided in Part V, A above for the Applicant to indicate the contact that the Applicant requests be contacted for a past performance interview. Attempts shall be made to reach that contact before other contacts are called. If that contact does not respond, attempts shall be made as stated above to reach another contact for that Project Reference that is provided in the Applicant's response.

9. The time period during which past performance interviews may be conducted is set forth in the Prequalification Schedule set forth in the Instructions, which time period may be adjusted by Prequalification Addendum.

10. Only one past performance interview shall be conducted of one contact for each Project Reference that is selected for a past performance interview. Once a past performance interview is commenced of one of the contacts listed, no further past performance interviews of other contacts listed will be performed, even if the person interviewed is unable to answer all of the Interview Questions.

11. Identical questions from a standardized list of Questions shall be asked during past performance interviews. A copy of the standardized list of Questions is attached to the Instructions. If the person interviewed states that he/she is unable to answer the Question, then the Applicant shall be given zero points as its score for that Question.

#### **Part IV – Project Experience**

- A. Contractor should provide the top example projects to demonstrate its experience and capability performing construction or seismic renovation of "Public Agency Facilities," "Hospital Facilities," or "Justice and/or Detention Facilities" of the type for which it is seeking Prequalification.

The term "General Facilities" is the same as a "Public Agency Facility" which is a building structure constructed primarily for occupancy and use by employees of a public agency

conducting the business or carrying out the functions of the public agency. "Hospital Facility" shall mean an OSHPD (Office of Statewide Health Planning & Development) acute care facility. "Justice and/or Detention Facility" shall mean a facility for law enforcement or for the incarceration of individuals.

- B. Applicant shall select from Part IV Forms A – C attached, the appropriate Prequalification Category for which is submitting and respond to all related questions.

## **PART IV: PROJECT EXPERIENCE**

### **Part IV - Project Experience Form A** **General Facility Construction, including Seismic Renovation**

Applicant can submit a Prequalification Package for each Experience Level within a Prequalification Category for which it seeks consideration. This Application is submitted for Consideration of Prequalification as a Prime Contractor for Construction Projects for the following Experience Level within the above noted Prequalification Category: (Check one box below per application package.

- Experience Level I** – Applicant is entitled to bid select construction projects between \$175,000 and \$4,999,999. Applicant's actual bid limit will be based on the Applicant's single bond limit specified in its letter of bondability, or \$4,999,999, whichever is less. The Applicant's maximum bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.
- Experience Level II** – Applicant is entitled to bid select construction projects \$5,000,000 up to \$30,000,000. Applicant's actual bid limit will be based on the Applicant's ability to provide a minimum \$30,000,000 single bond limit specified in their letter of bondability. The Applicant's bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.

1. How many **new** Public Agency Facilities has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years having a total contract value for construction upon completion of between the following values:

- For Consideration and Prequalification as an Experience Level I Contractor?  
Projects valued between \$175,000 to \$4,999,999?

Number: \_\_\_\_\_

- For Consideration and Prequalification as an Experience Level II Contractor?  
Projects valued at \$5,000,000 or greater?

Number: \_\_\_\_\_

2. How many **renovated or remodeled** existing Public Agency Facilities has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years having a total contract value for construction upon completion of between the following values:

- For Consideration and Prequalification as an Experience Level I Contractor?
  - Projects valued between \$175,000 to \$4,999,999?

Number: \_\_\_\_\_

- For Consideration and Prequalification as an Experience Level II Contractor?
  - Projects valued at \$5,000,000 and greater?

Number: \_\_\_\_\_

3. How many Public Agency Facilities has the Applicant, as a B-License Prime Contractor, constructed and completed, in the past five (5) years wherein the facility was **partially occupied** by tenants while construction was underway?

Number: \_\_\_\_\_

4. How many seismic renovation projects (can be of any type of facility) has the Applicant, as a B-License Prime Contractor, constructed and completed, that included work scope for **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure in the past ten (10) years?

Number: \_\_\_\_\_

5. How many projects (can be of any type of facility) has the Applicant's staff and/or subcontractors constructed and completed, that included work scope requiring coordination drawings utilizing **3-D or BIM** technologies completed by the in the **past ten (10) years**?

Number: \_\_\_\_\_

## **Part IV - Project Experience Form B**

### **OSHPD Facility Construction, including Seismic Renovation**

Applicant can submit a Prequalification Package for each Experience Level within a Prequalification Category for which it seeks consideration. This Application is submitted for Consideration of Prequalification as a Prime Contractor for Construction Projects for the following Experience Level within the above noted Prequalification Category: (Check one box below per application package.

**Experience Level I** – Applicant is entitled to bid select construction projects between \$175,000 and \$4,999,999. Applicant's actual bid limit will be based on the Applicant's single bond limit specified in its letter of bondability, or \$4,999,999, whichever is less. The Applicant's maximum bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.

**Experience Level II** – Applicant is entitled to bid select construction projects \$5,000,000 up to \$30,000,000. Applicant's actual bid limit will be based on the Applicant's ability to provide a minimum \$30,000,000 single bond limit specified in their letter of bondability. The Applicant's bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.

1. How many **new** OSHPD Facilities, has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years having a total contract value for construction upon completion of the following values:

- For Consideration and Prequalification as an Experience Level I Contractor?  
Projects valued between \$175,000 to \$4,999,000?

Number: \_\_\_\_\_

- For Consideration and Prequalification as an Experience Level II Contractor?  
Projects valued at \$5,000,000 or greater?

Number: \_\_\_\_\_

2. How many **renovated or remodeled** existing OSHPD Facilities, including those with seismic renovation only, has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years having a total contract value for construction upon completion of between the following values:

- For Consideration and Prequalification as an Experience Level I Contractor?
  - Projects valued at \$175,000 to \$4,999,999?

Number: \_\_\_\_\_

- For Consideration and Prequalification as an Experience Level II Contractor?
  - Projects valued at \$5,000,000 and greater?

Number: \_\_\_\_\_

3. How many OSHPD Facilities projects, including those with seismic renovation only, has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years wherein the facility was **partially occupied** by tenants while construction was underway?

Number: \_\_\_\_\_

4. How many seismic renovation projects of OSHPD Facilities were completed in the past ten (10) years by the Applicant, as a B-License Prime Contractor, that included work scope for **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure?

Number: \_\_\_\_\_

5. How many OSHPD Facilities, including those with seismic renovation only, were completed in the past ten (10) years by the Applicant, as a B-License Prime Contractor, that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors?

Number: \_\_\_\_\_

## Part IV - Project Experience Form C

### Justice and/or Detention Facilities including Seismic Renovation

Applicant can submit a Prequalification Package for each Experience Level within a Prequalification Category for which it seeks consideration. This Application is submitted for consideration of Prequalification as a Prime Contractor for Construction Projects for the following Experience Level within the above noted Prequalification Category: (Check one box below per application package.

- Experience Level I** – Applicant is entitled to bid select construction projects between \$175,000 and \$4,999,999. Applicant's actual bid limit will be based on the Applicant's single bond limit specified in its letter of bondability, or \$4,999,999, whichever is less. The Applicant's maximum bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.
- Experience Level II** – Applicant is entitled to bid select construction projects \$5,000,000 up to \$30,000,000. Applicant's actual bid limit will be based on the Applicant's ability to provide a minimum \$30,000,000 single bond limit specified in their letter of bondability. The Applicant's bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor's ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.

1. How many new Justice and/or Detention Facilities has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years having a total contract value for construction upon completion of between the following values:

- For Consideration and Prequalification as an Experience Level I Contractor?  
Projects valued at \$175,000 to \$4,999,999 or greater

Number: \_\_\_\_\_

- For Consideration and Prequalification as an Experience Level II Contractor?  
Projects valued at \$5,000,000 or greater?

Number: \_\_\_\_\_

2. How many renovated or remodeled existing Justice and/or Detention Facilities, including those with seismic renovation only has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years having a total contract value for construction upon completion of between the following values:

- For Consideration and Prequalification as an Experience Level I Contractor?
  - Projects valued at \$175,000 to \$4,999,999?

Number: \_\_\_\_\_

- For Consideration and Prequalification as an Experience Level II Contractor?
  - Projects valued at \$5,000,000 and greater?

Number: \_\_\_\_\_

3. How many Justice and/or Detention Facilities, including those with seismic renovation only, has the Applicant, as a B-License Prime Contractor constructed and completed, in the past five (5) years wherein the facility was **partially occupied** by tenants while construction was underway?

Number: \_\_\_\_\_

4. How many seismic renovation projects of Justice and/or Detention Facilities were completed in the past ten (10) years by the Applicant, as a B-License Prime Contractor, that included work scope for **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure?

Number: \_\_\_\_\_

5. How many Justice and/or Detention Facilities, including those with seismic renovation only, were completed in the past ten (10) years by the Applicant, as a B-License Prime Contractor, that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors?

Number: \_\_\_\_\_

### **Part V - Project Reference Form**

#### **Instructions – Part V Reference Form**

Applicant shall submit six (6) Project Reference Forms for completed projects appropriate to the Prequalification Category and Experience Level for which it is seeking prequalification.

**In those cases wherein an Applicant seeks Prequalification for multiple Categories of Prequalification, and /or for multiple Levels of Experience (even within a single Prequalification Category) then Applicant must submit a complete Prequalification Package conforming to the requirements of the RFQ for each such submittal.**

**Designate for both the Prequalification Category and Experience Level for which this reference is submitted:**

A. Applicant must submit a complete Prequalification Package for each Prequalification Category for which it seeks consideration. This Application is submitted for Consideration of Prequalification as a Prime Contractor for Construction Projects for the following Prequalification Category. (Check one box below per application package):

- General Facility Construction, including Seismic Renovation**
- OSHPD Facility Construction, including Seismic Renovation**
- Justice and/or Detention Construction including Seismic Renovation**

B. Applicant can submit a Prequalification Package for each Experience Level within a Prequalification Category for which it seeks consideration. This Application is submitted for consideration of Prequalification as a Prime Contractor for construction projects for the following Experience Level within the above noted Prequalification Category: (Check one box below per application package):

- Experience Level I** –Applicant is entitled to bid select construction projects between \$175,000 and \$4,999,999. Applicant’s actual bid limit will be based on the Applicant’s single bond limit specified in its letter of bondability, or \$4,999,999, whichever is less. The Applicant’s maximum bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor’s ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.
  
- Experience Level II** – Applicant is entitled to bid select construction projects \$5,000,000 up to \$25,000,000. Applicant’s actual bid limit will be based on the Applicant’s ability to provide a minimum \$25,000,000 single bond limit specified in their letter of bondability. The Applicant’s bid limit will be set for the term of service by the actual bid limit established at Notice of Prequalification. Proof of Contractor’s ability to meet minimum project bonding limits will be required during each project solicitation conducted for this Level of Prequalified Contractor. Failure of Contractor to meet the minimum specific project limits will result in disqualification for the specific project solicitation.



### **C. Project References**

Provide the information requested below for six (6) public works projects that has completed in its capacity as a B-License Prime Contractor within the past ten (10) years. Information provided must be current and verifiable. If a contact given for a Project Reference cannot be located, state the efforts that were made to locate the contact. Applicant should provide the top example projects to demonstrate its experience and capability:

#### **C.1 Experience Level I Applicants (only fill out this section if you are submitting for Experience Level I):**

##### **Project References Form C.1.1 – General Facility Renovation**

Provide the information requested below for six (6) public works projects for **Public Agency Facility** Renovation (*cannot be duplicates*) that has completed in its capacity as a B-License Prime Contractor:

- Three (3) new construction or remodeled existing **Public Agency** facilities;
- Two (2) seismic renovation of an existing facility (can be any type of facility) utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure; and
- One (1) renovation or remodeled existing facility (can be any type of facility) that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors.

And had a contract value at the time of completion between \$175,000 and \$4,999,999

##### **Project References Form C.1.2 - OSHPD Facility Renovation**

Provide the information requested below for six (6) public *or private* OSHPD Facility Renovation projects (*cannot be duplicates*) that has completed in its capacity as a B-License Prime Contractor:

- Three (3) new construction or remodeled existing **OSHPD** facilities;
- Two (2) seismic renovation of an existing **OSHPD** facility utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure; and
- One (1) renovation or remodeled existing **OSHPD** facility that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors.

And had a contract value at the time of completion between \$175,000 and \$4,999,999

##### **Project References Form C.1.3 – Justice and/or Detention Facility Renovation**

Provide the information requested below for six (6) public works projects for **Justice/Detention** Facility Renovation (*cannot be duplicates*) that has completed in its capacity as a B-License Prime Contractor:

- Three (3) new construction or remodeled existing **Justice/Detention** facilities;
- Two (2) seismic renovation of an existing facility (can be any type of facility) utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure; and
- One (1) renovation or remodeled existing facility (can be any type of facility) that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors.

And had a contract value at the time of completion between \$175,000 and \$4,999,999

**C.2 Experience Level II Applicants:** (only fill out this section if you are submitting for this Level II):

**Project References Form C.2.1 – General Facility Renovation**

Provide the information requested below for six (6) public works projects for **Public Agency Facility** Renovation (*cannot be duplicates*) that has completed in its capacity as a B-License Prime Contractor:

- Three (3) new construction or remodeled existing **Public Agency** facilities;
- Two (2) seismic renovation of an existing facility (can be any type of facility) utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure; and
- One (1) renovation or remodeled existing facility (can be any type of facility) that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors.

And had a contract value at the time of completion of over \$5,000,000

**Project References Form C.2.2 - OSHPD Facility Renovation**

Provide the information requested below for six (6) public *or private* OSHPD Facility Renovation projects (*cannot be duplicates*) that has completed in its capacity as a B-License Prime Contractor:

- Three (3) new construction or remodeled existing **OSHPD** facilities;
- Two (2) seismic renovation of an existing **OSHPD** facility utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure; and
- One (1) renovation or remodeled existing **OSHPD** facility that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors.

And had a contract value at the time of completion of over \$5,000,000

**Project References Form C.2.3 – Justice and/or Detention Facility Renovation**

Provide the information requested below for six (6) public works projects for **Justice/Detention** Facility Renovation (*cannot be duplicates*) that has completed in its capacity as a B-License Prime Contractor:

- Three (3) new construction or remodeled existing **Justice/Detention** facilities;
- Two (2) seismic renovation of an existing facility (can be any type of facility) utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure; and
- One (1) renovation or remodeled existing facility (can be any type of facility) that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors.

And had a contract value at the time of completion of over \$5,000,000

**Reference Form**

Project #1: New Construction or remodeled existing facility of the selected category:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager: \_\_\_\_\_

Construction Manager Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Description of Project (describe how the scope of work met the experience criteria):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Project Delivery: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Person to Contact for Interview (must be one of the contacts listed above for the Owner,  
Architect, or Construction Manager): \_\_\_\_\_

**Project #2: New Construction or remodeled existing facility of the selected category:**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager: \_\_\_\_\_

Construction Manager Contact (name and current phone number):

\_\_\_\_\_

Description of Project (describe how the scope of work met the experience criteria):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Project Delivery: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Person to Contact for Interview (must be one of the contacts listed above for the Owner,  
Architect, or Construction Manager): \_\_\_\_\_

**Project #3: New Construction or remodeled existing facility of the selected category:**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Construction Manager: \_\_\_\_\_

Construction Manager Contact (name and current phone number):

\_\_\_\_\_

Description of Project (describe how the scope of work met the experience criteria):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of Project Delivery: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Person to Contact for Interview (must be one of the contacts listed above for the Owner,

Architect, or Construction Manager): \_\_\_\_\_

Project #4: Seismic renovation of an existing facility\* utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager: \_\_\_\_\_

Construction Manager Contact (name and current phone number):

\_\_\_\_\_

Description of Project (describe how the scope of work met the experience criteria):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Project Delivery: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Person to Contact for Interview (must be one of the contacts listed above for the Owner,

Architect, or Construction Manager): \_\_\_\_\_

Project #5: Seismic renovation of an existing facility\* utilizing **shotcrete or fiberwrap** as a means of structural remediation in the course of retrofitting and reinforcement of the structure:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Construction Manager: \_\_\_\_\_

Construction Manager Contact (name and current phone number):

\_\_\_\_\_

Description of Project (describe how the scope of work met the experience criteria):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Project Delivery: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Person to Contact for Interview (must be one of the contacts listed above for the Owner,  
Architect, or Construction Manager): \_\_\_\_\_

Project #6: Renovation or remodeled existing facility\* that included work scope requiring coordination drawings utilizing **3-D or BIM technologies** completed by the Applicant's staff and/or subcontractors:

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Construction Manager: \_\_\_\_\_

Construction Manager Contact (name and current phone number):

\_\_\_\_\_

\_\_\_\_\_

Description of Project (describe how the scope of work met the experience criteria):

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Method of Project Delivery: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Person to Contact for Interview (must be one of the contacts listed above for the Owner,  
Architect, or Construction Manager): \_\_\_\_\_

*\*OSHPD project references are required if the Pre-Qualification Submittal category is for OSHPD New Construction or Renovation*





## **PRE-QUALIFICATION PACKAGE**

**FOR**

### **PRE-QUALIFIED PRIME CONTRACTORS SEEKING TO BID ON CONSTRUCTION MANAGER MULTIPLE PRIME PUBLIC WORKS CONTRACTS**

- **Notice**
- **Instructions**
- **Questionnaire**
- **Affidavit**

Issued by:

**COUNTY OF RIVERSIDE**  
Economic Development Agency  
Project Management Office  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

**TILDEN-COIL CONSTRUCTORS**  
3612 Mission Inn Avenue  
Riverside, CA 92501



Pre-Qualified Prime Contractors

**COUNTY OF RIVERSIDE  
CONTRACTOR'S FORMAL BID PREQUALIFICATION NOTICE**

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 of Board Approval

This prequalification is for the purpose of projects bidding under the multiple prime delivery method for projects managed by a Construction Manager and are separate from other prequalification being conducted by the County of Riverside.

Prequalification's applications must be submitted by the close of business on SXXXXXX, 2016.

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                   |
| C12              | Earthwork/Paving             |
| C13              | Fencing/Gates                |
| C15              | Flooring                     |
| C16              | Fire Sprinklers              |
| C17              | Glazing                      |
| C20              | Mechanical (HVAC)            |
| C21              | Demolition                   |
| C22              | 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

## County of Riverside Bid Advertisement

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. These documents will be the basis of rating contractors in respect to the size and scope of contracts upon which each contractor is qualified to bid. 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.

The pre-qualification form is available to be submitted electronically through Smartbid. You may request the electronic access by submitting your information to: **[Insert SmartBid Link]**. You may also contact Tilden-Coil Constructors at 951-684-5901.

|  |
|--|
| <b>COUNTY OF RIVERSIDE</b><br><b>CONTRACTOR'S FORMAL BID PREQUALIFICATION PACKAGE INSTRUCTIONS</b> |
|--|

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.

In addition to completing the Contractor's Prequalification Package please include a complete statement of contractor's financial ability and experience in performing public construction projects. These documents will be the basis of rating contractors in respect to the size and scope of contracts upon which each contractor is qualified to bid. 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**

Provide 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 Upload all required documents to **SmartBid**.

- If you need to Mail any items please send them to:

Amanda Apat  
3612 Mission Inn Ave.  
Riverside, CA 92501

- Please mark envelope "Confidential - County of Riverside Prequalification -

Questions: Amanda Apat  
precon@tilden-coil.com  
951-684-5901

## **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**

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.



**PREQUALIFICATION QUESTIONNAIRE**

Firm Name: \_\_\_\_\_ Check One:  Corporation  
(as it appears on license)

Partnership

Other Name: (DBA): \_\_\_\_\_

Sole Prop.

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Contractor's Classifications, License Number(s) with Expiration Dates. Please list all license classifications that you wish to prequalify for. Please only list the license classifications that your firm intends to perform work under:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Website: \_\_\_\_\_

Company Union Status:      Union              Non-Union

Minority Status:      MBE              DBE              DVBE              SBE              DBE

Other Minority Certification: \_\_\_\_\_

**PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is “no.”<sup>1</sup>**

**Contractor will be immediately disqualified if the answer to any of questions 7, 8 or 9 is “yes.” If the answer to question 8 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.**

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.  
 Yes       No
2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.  
 Yes       No
3. Contractor is able to provide an aggregate for liability insurance of \$5,000,000 upon request and contract.  
 Yes       No
4. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.  
 Yes       No       Contractor is exempt from this requirement, because it has no employees
5. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.<sup>2</sup>  
 Yes       No

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. 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.**

<sup>1</sup> A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4.

<sup>2</sup> Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 per cent of the qualifying amount provided in section 14837(d)(1).” As of January 1, 2001, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.

6. 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: (a) that your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or (if you are seeking pre-qualification valid for a year) (b) your current available bonding capacity?<sup>3</sup>

Yes       No

**NOTE: Notarized statement must be from the surety company, not an agent or broker.**

7. Has your contractor's license been revoked at any time in the last five years?

Yes       No

8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

Yes       No

9. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes       No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

\_\_\_\_\_

10. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Yes       No

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<sup>3</sup> An additional notarized statement from the surety may be requested by *Public Entity* at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

**PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

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

**For Firms That Are Corporations:**

- 1a. Date incorporated : \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Federal Identification Number: \_\_\_\_\_
- 1d. 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 per cent of the corporation's stock.

| Name | Position | Years with Co. | % Ownership | Social Security # |
|------|----------|----------------|-------------|-------------------|
|      |          |                |             |                   |
|      |          |                |             |                   |
|      |          |                |             |                   |
|      |          |                |             |                   |
|      |          |                |             |                   |

- 1e. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

| Person's Name | Construction Firm | Dates of Person's Participation with Firm |
|---------------|-------------------|---|
|               |                   |   |
|               |                   |   |
|               |                   |   |
|               |                   |   |

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

| Name | Position | Years with Co. | % Ownership | Social Security # |
|------|----------|----------------|-------------|-------------------|
|      |          |                |             |                   |
|      |          |                |             |                   |
|      |          |                |             |                   |

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.)

**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
|---------------|----------------------|--|
|               |                      |  |
|               |                      |  |
|               |                      |  |
|               |                      |  |

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business. \_\_\_\_\_  
 1b. Social Security number of Company owner. \_\_\_\_\_  
 1c. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

| Person’s Name | Construction Company | Dates of Person’s Participation with Company |
|---------------|----------------------|--|
|               |                      |  |
|               |                      |  |
|               |                      |  |
|               |                      |  |

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

2. Has there been any change in ownership of the firm at any time during the last three years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

Yes       No      If “yes,” explain on a separate signed page.

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

Yes       No      If “yes,” explain on a separate signed page.

4. 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.**

Yes       No      If "yes," explain on a separate signed page.

5. State your firm's gross revenues for each of the last three years:

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_

6. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ Years

7. Is your firm currently the debtor in a bankruptcy case?

Yes       No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

Yes       No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

### Licenses

9. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

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10. If any of your firm's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

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11. Has your firm changed names or license number in the past five years?

Yes       No

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

12. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?

Yes       No

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

13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes       No

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

### Disputes

14. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

Yes       No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? **NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**

Yes       No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.



16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes       No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

\* \* \* \* \*

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

17. In the past five years has there been a claim against your firm concerning your firm's work on a construction project?

Yes       No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

18. In the past five years has your firm made a claim against a project owner concerning work on a project or payment for a contract?

Yes       No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

\* \* \* \* \*

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

Yes       No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

20. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes       No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

### **Criminal Matters and Related Civil Suits**

21. 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 agency or entity?

Yes       No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers or partners 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 page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes       No

If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

**Bonding**

24. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: \_\_\_\_\_

Name of surety agent, address and telephone number:

\_\_\_\_\_

25. If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one per cent, if you wish to do so.

\_\_\_\_\_ %

26. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. During the last five years, has your firm ever 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?

Yes       No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

**C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

28. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

**NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.**

Yes       No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

29. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years? **NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes       No

If “yes,” attach a separate signed page describing each citation.

30. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years? **NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes       No

If “yes,” attach a separate signed page describing each citation.

31. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?
-

32. List your firm's Experience Modification Rate (EMR) (California workers' Compensation insurance) for each of the past three premium years: **NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.**

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_

If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

33. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes  No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

### **Prevailing Wage and Apprenticeship Compliance Record**

34. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes  No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

35. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the prevailing wage requirements?

Yes       No

If “yes,” attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

36. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by *the County of Riverside*.

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37. If your firm operates its own State-approved apprenticeship program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

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38. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

**NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.**

Yes       No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

### **PART III. RECENT CONSTRUCTION PROJECTS COMPLETED**

39. Contractor shall provide information about its six most recently completed public works projects within the last five years.<sup>4</sup> Names and references must be current and verifiable. Contractor may attach information on a separate form which includes:

Project Name

Location of Project

Owner, Contact Name, Email and Phone

General Contractor or Construction Management Firm

Direct Day to Day Contact Name, Email and Phone

Total Contract Value

Original Scheduled Completion Date and Actual Completion Date

Description of Project, Scope of Work Performed

***The County reserves the right to contact all references provided. Interviews that result in objectionable reviews are subject to disqualification.***

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<sup>4</sup> If you wish, you may, using the same format, also provide information about other projects that you have completed that are similar to the project(s) for which you expect to bid.

