

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



**ITEM: 3.97  
(ID # 22110)**

**MEETING DATE:**

Tuesday, June 27, 2023

**FROM :** TLMA-TRANSPORTATION:

**SUBJECT:** TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION:  
Approval of the Prequalification Package for Landscaping Contractors for Restoration and Enhancement Project for Clinton Keith Road Construction Project (Phase 3) in the City of Murrieta and French Valley Area. Project first reviewed under Final Environmental Impact Report (February 2000 [398] State Clearinghouse No.1995062022, and Supplemental Environmental Impact Report 398, Clinton Keith Road Construction Project. CEQA Finding of Nothing Further is Required, District 3. [\$0 Total Cost] (Clerk to Advertise)

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

1. Find that nothing further is required pursuant to the California Environmental Quality Act (CEQA);
2. Approve and authorize the Transportation Department to issue the Prequalification Package for Landscaping Contractors for Restoration and Enhancement Project for Clinton Keith Road Extension Project (Phase 3); and
3. Authorize the Clerk of the Board to advertise for Prequalification documents to be received by the office of the Director of Transportation and Land Management at the Transportation Annex located at 3525 14th Street, Riverside, California 92501. All submittals must be received up to the hour of 3:00 p.m., Thursday, July 27, 2023.

**ACTION:Policy**

  
Mark Lancaster, Director of Transportation 5/31/2023

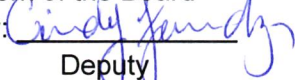
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: June 27, 2023  
xc: Trans., COBcf

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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

<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:</b> There are no General Funds used in this project.			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	23/24

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

**BACKGROUND:**

**Summary**

The Riverside County Transportation Department is in the process of implementing onsite restoration from project impacts in accordance with the permit requirements for Clinton Keith Road Extension Project (Phase 3).

The restoration will be implemented in accordance with permit approvals associated with the project issued by the California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), and U.S. Army Corps of Engineers (USACE).

The proposed restoration project includes various enhancement sites located adjacent to the new Clinton Keith Road Extension Project (Phase 3) improvements such as the arch culvert structure located east of the Leon Road intersection, the French Valley Creek bridge structure, and along a segment of the Briggs Road new realignment.

Mainly, the restoration project will consist of establishing native species followed by hydroseeding that will provide the basis for ecosystem restoration. Native plants add beauty to the landscape, provide food and habitat for wildlife, help slow down the spread of fire by staying green longer, decrease the amount of water needed for landscape maintenance, require very little long-term maintenance if properly planted and established, produce long root systems to hold soil in place, and protect water quality by controlling soil erosion.

The landscaping contractor will enhance and restore areas by preparing the sites, remove invasive species of plants, obtain seeds and plant material from reliable native plant nurseries, properly plant, irrigate, and monitor native plants to ensure successful establishment.

The Local Agency Public Construction Act (Public Contract Code Section 20101 et seq) allows prequalification of contractors for public works projects.

It is recommended that the Board approve the prequalification package for landscaping contractors. The process for selecting a pool of qualified contractors will help ensure the bids received from these entities reflect a track record of experience in native plant restoration, and ecosystem enhancement.

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

Project No. D3-0120

**Environmental Findings**

On June 2, 2015 (Agenda Item 3-28), the Board of Supervisors adopted Resolution No. 2015-097 to consider the addendum to the approved Supplemental Environmental Impact Report No. 398 (SEIR) and found that no further environmental documentation was required because only minor changes or additions were necessary, which did not meet the conditions described in State CEQA Guidelines Section 15162 calling for preparation of a subsequent EIR.

The approved Addendum to the SEIR included the construction of Clinton Keith Road Extension (Phase 3) project.

**Impact on Citizens and Businesses**

The ultimate goal of the project is to restore native plant communities that provide ecosystem services and wildlife habitat.

The project will restore and enhance the land by improving existing conditions by:

- Reducing downstream flooding;
- Decreasing erosion;
- Increasing soil moisture retention;
- Removing non-native plants; and
- Increasing native vegetation and habitat for dependent flora and fauna within the watershed.

These improvements will enhance water quality in the watershed and biological efficacy, and ultimately restore and protect the environment for local residents and future generations.

**SUPPLEMENTAL:**

**Additional Fiscal Information:**

N/A

**Contract History and Price Reasonableness**

N/A

**ATTACHMENTS:**

Vicinity Map

Notice to Contractors

Prequalification Package

## Notice to Contractors

County of Riverside is seeking prequalification packages from qualified landscaping contractors for:

**Restoration and Enhancement Project  
for  
Clinton Keith Road Construction Project (Phase 3)  
In the City of Murrieta and French Valley Area  
Project No. D3-0120**


Prequalification applications shall be delivered to the County of Riverside Transportation Department, 14<sup>th</sup> Street Annex, 3525 14<sup>th</sup> Street, Riverside, California 92501, telephone (951) 955-6780 not later than **3:00 p.m. (PST), on Thursday, July 27, 2023.** Each Prequalification application package shall be in accordance with Prequalification application, specifications and other contract documents, dated **May 2023,** and prepared by County of Riverside, whose address is same as the above, from whom a digital set of documents (Prequalification application documents and attachments) may be obtained upon request, at no cost. Email request of Prequalification application documents, with company and contact information, to **[Bids-Contracts@rivco.org](mailto:Bids-Contracts@rivco.org)** and reference this project (or contact the address or telephone number above).

The Contractor is required to have a **C-27 (Landscaping Contractor)** license at the time of Prequalification package submission.

The work is for enhancement and restoration at the Clinton Keith Construction Project (Phase 3), in unincorporated Riverside County, California near the City of Murrieta.

**Prequalification Package for Landscaping Contractors  
for  
Restoration and Enhancement Project  
for  
Clinton Keith Road Construction Project (Phase 3)  
In the City of Murrieta and French Valley Area  
Project No. D3-0120**

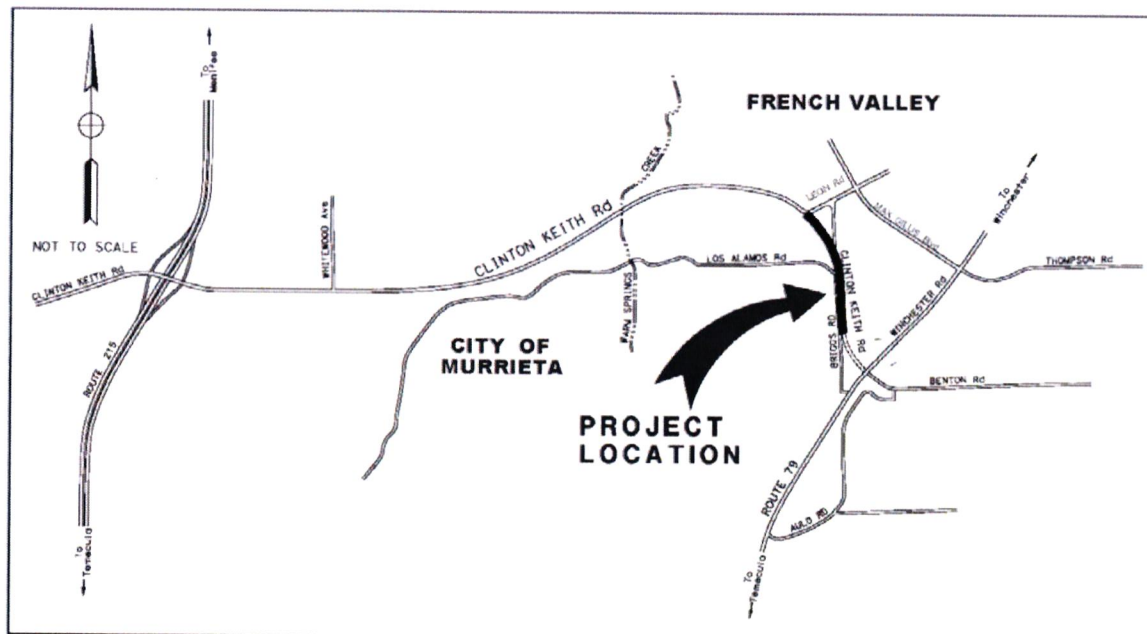
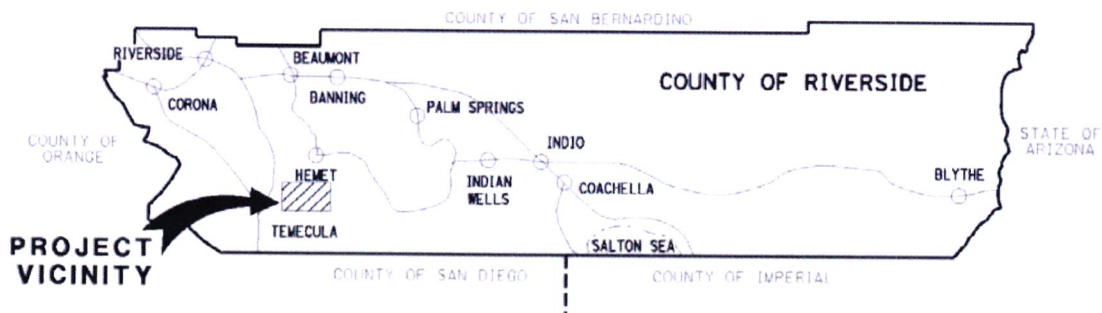


FOR APPROVED COUNTY COUNSEL  
BY:   
DANIELLE D. MALAND

**Issuer: Don Copeland**  
Senior Transportation Planner  
County of Riverside Transportation Department  
14<sup>th</sup> Street Annex  
3525 14<sup>th</sup> Street  
Riverside, CA 92501  
Phone: (951) 955-6759  
[dcopelan@rivco.org](mailto:dcopelan@rivco.org)

**June 19, 2023**

**COUNTY OF RIVERSIDE**  
**TRANSPORTATION DEPARTMENT**  
**RESTORATION AND ENHANCEMENT PROJECT**  
**FOR**  
**CLINTON KEITH ROAD CONSTRUCTION PROJECT (PHASE 3)**  
**IN THE CITY OF MURRIETA AND FRENCH VALLEY AREA**  
**PROJECT No. D3-0120**



**VICINITY MAP**

## Notice to Contractors

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The Contractor is required to have a **C-27 (Landscaping Contractor)** license at the time of Prequalification package submission.

The work is for enhancement and restoration at the Clinton Keith Construction Project (Phase 3), in unincorporated Riverside County, California near the City of Murrieta.

## **Table of Contents**

1. Procedure, Instructions and General Information
2. Project Overview
3. Evaluation Criteria
4. Application Documents and Questionnaires for Prequalification Package (Attachments)



**Prequalification Package for Landscaping Contractors  
for  
Restoration and Enhancement Project  
for  
Clinton Keith Road Construction Project (Phase 3)  
In the City of Murrieta and French Valley Area  
Project No. D3-0120**

**1. Procedure, Instructions and General Information**

**A. General Information**

A current California contractor's license type C-27 (Landscaping) is required to bid the Project. This Prequalification to bid on the County of Riverside Transportation Department (County) Project, is required regardless of, and in addition to, any prequalification for the County of Riverside work which a general contractor may already have on file.

The Contractor **Application for Prequalification (AFP)** package is distributed by the County with the intent to prequalify contractors for enhancement and restoration at the Clinton Keith Construction Project (Phase 3), in unincorporated Riverside County, California near the City of Murrieta.

Your firm is invited to review the **AFP** and respond to all items. Your responses will enable the County to pre-select contractors to bid on the Project based on experience and qualifications. Upon receipt, the **AFP** will be opened and evaluated by the County, resulting in a list of contractors deemed qualified to bid on this Project.

Prequalification by the County for this Project shall remain valid for **2 years** or until responding firms are notified in writing by the County in the unexpected event that no construction contract is awarded. It is mandatory that all General Contractors (Contractors) who intend to submit a bid fully complete the prequalification questionnaire, provide all materials requested, and be approved by the County to be on the final **Qualified Bidders List**. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

**Note**

1. Each partner of Joint Venture proposals must individually meet the conditions of Contractor's Evaluation Form and meet the condition that neither Contractor's License has not been suspended, put on probation or revoked at any time in the last five (5) years.
2. Limited Liability Corporations (LLC) will be required to comply with a Guarantee of Obligations.

Answers to questions contained in the attached questionnaires, information about current bonding capacity, notarized statement from surety, and the previous fiscal year copy of a CPA reviewed, or CPA audited financial statement, with accompanying notes and supplemental information, are

required. The County will use these documents as the basis of rating Contractors in respect to whether a Contractor is qualified to bid on the Project.

The County reserves the right to check other sources available. The County's decision will be based on objective evaluation criteria as described in the prequalification package. The County reserves the right to adjust, increase, limit, suspend or rescind the prequalification rating based on subsequently learned information. Contractors, whose rating changes 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. While it is the intent of the **AFP** and required documents to assist the County in determining bidder responsibility prior to bid and to aid the County in selecting the lowest responsible bidder, 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 to be awarded a contract pursuant to California Public Contract Code.

This Project is subject to a Labor Compliance Program per Labor Code Section 1771.3. Contractors on the project will be required to comply with the provisions of the California Labor Code, including, without limitation, Sections 1773.1, 1774, 1775, 1776, 1813 and 1815 of the California Labor Code and including, without limitation, the obligations to pay the general prevailing rates of wages in the locality in which the Work is to be performed and comply with Section 1777.5 of the California Labor Code governing employment of apprentices.

## **B. Data Required**

All portions of **AFP**, Parts I through VI, should be completed with additional information attached if the space provided does not suffice. Failure to include the information called for may result in disqualification. It is essential that construction experience of the Contractor be demonstrated, as such experience is considered in establishing prequalification.

### **Note**

The prequalification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of Contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, 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, under penalty of perjury. The County reserves the right to waive minor irregularities and omissions in the information contained in the **AFP** submitted and to make all final determinations. The County reserves the right to reject all prequalification packages received, and to determine at any time to re-do the prequalification procedures or determine that the prequalification procedures will not be applied to the project. Contractors shall submit prequalification packages during regular working hours on any day that the offices of the County are open and before the scheduled deadline date and time.

The County may refuse to grant prequalification where the requested information and materials are not provided by the submittal deadline. There is no appeal from a refusal for an incomplete or late application. The closing time for **AFP** will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

### **C. Current Financial Information**

Contractor shall provide the previous fiscal year's copy of a CPA reviewed or CPA audited financial statement with accompanying notes and supplemental information attached. The County reserves the right to reject financial statements in which the financial condition reported is of a date 12 months or more prior to the date the **AFP** is due to County.

### **D. Affidavits**

The appropriate affidavit(s) must be completely executed, or the **AFP** will be disqualified.

### **E. Questions and Request for Information (RFI)**

Contractors are required to submit any questions regarding the prequalification process or the contents of the prequalification package in writing no later than **4:00 P.M., Pacific Standard Time, Thursday July 20, 2023 (5 business days prior to AFP deadline)**. Questions submitted after the deadline will not be accepted or answered. Only written inquiries will be permitted. Questions and Request for Information (RFI) must be submitted in writing, by mail or email, to the Prequalification package coordinator:

Joel Jimenez, Engineering Project Manager  
Contract/Bidding Unit, Prequalification package Coordinator  
County of Riverside  
14<sup>th</sup> Street Annex  
3525 14<sup>th</sup> Street  
Riverside, CA 92501  
Email: [jjjimenez@rivco.org](mailto:jjjimenez@rivco.org)

Only written inquiries will be responded to. Under no circumstance are any prospective general Contractors or anyone receiving the prequalification package to contact, discuss with, or inquire of any County consultant, employee, or elected official on any matter relating to this solicitation process. This requirement is to ensure that the same information is communicated to all parties and that no inconsistent, incomplete, or inaccurate information is transmitted separately. County will issue an addendum providing answers/clarifications to all written questions to all parties who have officially obtained/requested the **AFP** from the County.

## F. Submittal

Complete all parts of this **AFP** and return one (1) original with attachments and one (1) copy with attachments in a sealed envelope marked "CONFIDENTIAL" to:

Joel Jimenez, Engineering Project Manager  
Contract/Bidding Unit, Prequalification package Coordinator  
County of Riverside  
14<sup>th</sup> Street Annex  
3525 14<sup>th</sup> Street  
Riverside, CA 92501

No fax or e-mail copies will be accepted. **Submittals received after the specified time and date will not be considered nor accepted and will be returned unopened to the sender.**

## G. Appeal Rights

Where a timely and completed application results in a rating below that necessary to prequalify, a Contractor may request a hearing to appeal the decision. An appeal is begun by the Contractor delivering written notice to the County of Contractor's appeal of the decision with respect to its prequalification rating, **no later than five business days** following the date of written notification from the County that the Contractor does not meet the rating established by the County. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of the County, whether by administrative process, judicial process or another legal process or proceeding. All requests for an appeal hearing must be addressed as follows:

Joel Jimenez, Engineering Project Manager  
Contract/Bidding Unit, Prequalification package Coordinator  
County of Riverside  
14<sup>th</sup> Street Annex  
3525 14<sup>th</sup> Street  
Riverside, CA 92501  
jrjimenez@rivco.org

**CONFIDENTIAL**  
**TIME SENSITIVE MATERIAL**  
**Bidder Prequalification**  
**RE: Request for Appeal Hearing**  
**Project Title**

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) business days after the County's receipt of the notice of appeal. The hearing shall be an informal process conducted by an Appeals Panel within the Transportation Department. At or prior to the hearing, the Contractor will be advised of the basis for the County's prequalification determination. The Contractor will be given the opportunity to present information and present reasons to refute the prequalification rating and the reasons, therefore. The Contractor may be represented by a person of its choosing.

The hearing shall not be conducted according to technical rules relating to evidence and witnesses applicable to judicial proceedings. Any relevant evidence, including hearsay, may be received and considered if it is the sort of evidence on which reasonable persons are accustomed to relying on in the conduct of serious business affairs. The submission of documentary evidence is encouraged. The Appeals Panel shall have the power to limit oral testimony given at the hearing.

Within two business days after the conclusion of the hearing, the Appeals Panel will render its decision. A copy of the written decision will be delivered to the Contractor, either personally, by registered mail, certified mail, or electronically if requested in writing by the Contractor. The determination of the Appeals Panel shall be final and not subject to further appeal. It is the intention of the County that the date for the submission and opening of bids will not be delayed or postponed allowing for completion of an appeal process.

**Note**

A Contractor may be found not prequalified for either:

1. Omission of requested information
2. Falsification of information

## 2. Project Overview

### A. Project Location

The County is proposing to perform restoration work at Clinton Keith Construction Project (Phase 3) in the unincorporated area of Riverside County near the City of Murrieta. See Vicinity Map (Page 2).

### B. Permits

The restoration will be implemented in accordance with permit approvals associated with project issued by the California Department of Fish and Wildlife (CDFW), Regional Water Quality Control Board (RWQCB), and U.S. Army Corps of Engineers (USACE).

### C. Plans and Specifications

The selected Contractor will be expected to construct the Project based on the planting plans and specifications prepared for the Project. The plans and specifications will reflect the restoration concept outlined for the Project, as determined by the Environmental Documents and permits obtained for the Project.

### D. Contract Delivery Method

The project contract delivery method for the County's Clinton Keith Construction Project (Phase 3) restoration project will be processed through a single prime contract awarded through a [bid proposal](#) that includes a list of various applicable items of work for the Project. The Project is expected to [advertise for bids shortly after the prequalification list of Contractors](#) has been determined and tentatively scheduled to advertise in **October 2023**.

This Project will be funded by the County of Riverside with [local funds](#).

### E. Project Goals

The key goals of the Project are the following:

1. Mitigate for habitat losses and temporary disturbances incurred by the Project through habitat preservation, enhancement, and restoration.
2. Protect existing onsite habitats from further deterioration due to erosion, sedimentation, and non-native plant infestations. Signage will be required along the boundary of the restoration sites. The signs will denote that the area is a habitat restoration area and will alert the public to avoid entering the area.
3. Improve onsite habitat functions and values (e.g., flood attenuation, wildlife habitat, aesthetics) within the Project area; while safeguarding that effect to aquatic and wetland resources to fully compensate for project impacts according to permit/discretionary approval obligations. The mitigation regime is designed to meet or exceed permit/discretionary approval obligations.

To accomplish these goals, please see the following objectives, which detail the methods of mitigation (i.e., restored/re-established and/or preserved) in which resource functions and values of the Project area will be improved:

1. Preserve
  - Existing habitats will be maintained in their natural condition – thus reducing any further degradation and fragmentation.
  - Ensure large areas of upland habitats, which are an important and integral part of the wetland ecosystem (e.g., precipitation buffering capacity, contributing to hydrologic inputs, and habitat for dependent species are being preserved).
2. Restore (re-establish)
  - Southern willow scrub and ephemeral drainages habitats will be replanted with native willows and other associated species re-connecting lost segments of habitats which will directly improve wildlife linkages/corridors with the natural hydrology. This will include removal of all non-native/invasive vegetation and unwanted debris, including salt cedar and other non-native/invasive vegetation. This may require herbicide application after cutting trees/shrubs, as well as hand pulling, or mechanical methods such as weed whacking. Also required is planting the habitat restoration site and non-native vegetation removal. Plantings must be procured from a reputable local native plant nursery.
  - Additionally, hydroseeding will be applied. Hydroseeded areas will need to be free of non-natives prior to seeding activities. Hydroseeded areas will be sufficiently watered, and seed will be procured from a reputable native seed farm.
  - Irrigation will also be required. There is potentially no water line available to the restoration sites. A water truck or water tank may be needed to water the container plantings. It is anticipated that a reclaimed water line will be in place at the Murrieta Marketplace development by the end of the Clinton Keith Road Construction Project (Phase 3), this could be a potential water source.
3. Monitor
  - The restored and/or preserved habitats at the Project site will be assessed for **period of five (5) years** as specified within permits and approvals issued by the RCA, CDFW, USFWS, RWQCB, and USACE for the Project.
  - Activities conducted during the maintenance period will involve reseeding (as needed), watering, inspecting and repairing signs, removing trash and debris, and weeding to control invasive plant species.

The Project will restore and enhance the lost functions of the site. Implementation is expected to improve existing conditions by:

- Reducing downstream flooding
- Decreasing erosion
- Increasing soil moisture retention
- Removing non-native plants; and
- Increasing native vegetation and habitat for dependent flora and fauna within the watershed.

The overall effect will be a net increase in habitat functions and values. As such, the specific functions and values improved are listed below in alphabetical order:

- Aesthetics
- Biological productivity
- Chemical nutrient absorption
- Flood water attenuation
- Flood water retention/detention
- Food-chain dynamics
- Ground water recharge
- Nutrient cycling
- Oxygen production
- Passive recreation (e.g., birdwatching and photography)
- Pollutant filtering by chemical nutrient absorption, and sediment control
- Scientific studies and education activities (i.e., geological and biological values)
- Sediment-erosion control
- Stream flow maintenance
- Watershed integrity
- Water quality maintenance by deterring nutrients, retaining sediments and processing organic matter; and
- Wildlife habitat

## F. Project Description

The Contractor will implement restoration, riparian habitat enhancement and preservation of existing habitat for specific habitat losses incurred by the Project. The Contractor will protect existing onsite habitats from further deterioration due to erosion, sedimentation, non-native plant infestations, and unwanted access. The Contractor may be required to protect large areas of upland habitats, which are an important and integral part of the ecosystem, by buffering habitat for dependent species.

Southern willow scrub and ephemeral drainage habitats will be replanted with native willows and other associated species. This will include removal of all non-native/invasive vegetation and unwanted debris, including salt cedar and other non-native/invasive vegetation. This may require herbicide application after cutting trees/shrubs, as well as hand pulling, or mechanical methods such as weed whacking.

Also required is planting the restoration site after non-native vegetation removal. Plantings must be procured from a reputable local native plant nursery. Additionally, hydroseeding will be performed. Hydroseeded areas will need to be free of non-natives prior to seeding activities. Hydroseeded areas will be sufficiently watered, and seed will be procured from a reputable native seed farm.

Irrigation will also be required. There is potentially no water supply line available to the restoration sites. A Water truck or water tank may be needed to water the container plantings. It is anticipated that a reclaimed water line will be in place at the Murrieta Marketplace development by the end of the Clinton Keith Road Construction Project (Phase 3), this could be a potential water source. The restored, and/or preserved habitats at the Project site will be assessed for period of **five (5) years** as specified within permits and approvals issued by the RCA, CDFW, USFWS, RWQCB, and USACE for the County's Project.

Activities conducted during the maintenance period will involve reseeding (as needed), watering, inspecting, and repairing signs, removing trash and debris, and weeding to control invasive plant species.



## **G. Project Construction Stages**

The Project will be constructed in the following stages:

1. Site preparation
2. Invasive plant removal (e.g., Tamarisk)
3. Fencing, posting, and flagging
4. Planting
5. Hydroseeding
6. Irrigation
7. Post development monitoring, weeding, watering, and maintenance.

### 3. Evaluation Criteria

#### A. Qualifications will include:

1. Evaluation and verification of general Contractor's or entity's current ability and history to secure Liability and Workers' Compensation insurance
2. Evidence and history of proper licensing
3. Ability to secure required bonding
4. Financial ability
5. History of litigation and claims or other adverse actions
6. Safety record

#### B. Experience to be evaluated will include:

1. History of firm/entity
2. Organization of firm/entity
3. Relevant experience of firm/entity
4. Proposed management team for Project and proposed key personnel
5. Experience of proposed key personnel to be assigned to Project
6. Organization/company's experience in successfully completing public works projects or other projects of similar size, scope and complexity, such that the selected Contractor must have expertise in the following:
  - a. Site preparation
  - b. Invasive species removal
  - c. Plantings and cutting installed
  - d. Hydroseeding of enhancement and restoration areas
  - e. Irrigation and maintenance
  - f. Post development monitoring, weeding, watering, and maintenance

#### C. Evaluation of Comparable Project Experience

In addition to above criteria, the Contractor shall provide information for comparable projects, as defined in this **AFP**.

The Contractor will submit the Organization's recent (**within the last 10 years**) specialized experience in the successful completion of projects that are related to this **AFP**.

The Contractor will submit Exhibit A (Project Data Sheet), detailing experience and contracts that have been completed or substantially completed (at least 80%) **within five (5) years** of the **AFP** closing date. In evaluating past performance, the County will use Exhibit B (Past Performance Questionnaires) submitted for the project provided in Exhibit A.

Exhibit B forms shall be sequentially numbered to correspond to the appropriate projects submitted under Exhibit A. Organizations shall complete items 1 through 4 of Exhibit B and forward the pre-filled Exhibit B to the project reference agency/client/owner, who will complete the agency/client/owner portion of Exhibit B and return it to your organization. County

reserves the right to contact and verify past performance information with references that have provided completed Exhibit B forms, and to use any other past performance information available on the Organization. Other past performance information may be obtained from past and present agency/client/owners, other agencies, current or former subcontractors that are considered relevant to this **AFP**.

**Note**

**Scoring will be based on submitted comparable projects that meet as many of the following components as possible:**

1. Project management
2. Procurement of planting materials
3. Site preparation, nonnative plant removal, erosion control and maintenance
4. Planting of enhancement and restoration areas
5. Seeding of enhancement and restoration areas
6. Irrigation system design, installation, operation and maintenance
7. Post development monitoring

Contractors will be evaluated on the quality of their past performance on the specified projects submitted in Exhibit A (Project Data Sheets) and associated past performance information provided in Exhibit B (Past Performance Questionnaires) of the **AFP**. The basis of evaluation will focus on the quality of each Contractor's performance on contracts and/or task orders of similar size, scope, and complexity to that described in the **AFP**. Contractors may include projects with the Federal Government, state and local government agencies, commercial customers and/or private owners. County will evaluate the contractors in terms of extent of experience as well as relative size and complexity of past projects. Examples cited should demonstrate a full range of project experience with similar projects in California.

Projects may be individually or combined in sole or separate Contract/Agreement packages.

The construction Contract for this project will be awarded based on competitive bidding process among pre-qualified Contractors.

#### **D. Evaluation of Financial Information**

In addition to above criteria, the Contractor shall provide financial information, as defined in this **AFP**.

#### **4. Application Documents and Questionnaires for Prequalification Package**

**Attachments** include the specific documents that must be submitted:

- Part I. Organization Information, Declaration, and Affidavit
- Part II. Essential Requirements for Prequalification
- Part III. Organization Business Structure, Business History and Organizational Performance, Compliance with Labor, Civil and Criminal Laws
- Part IV. Recent Construction Projects Completed
- Part V. Organization's Financial Statement
- Part VI. Attachments Required
  - Exhibit A (Project Data Sheet)
  - Exhibit B (Past Performance Questionnaire)
- Part VII. Scoring Sheet Example

**Attachments**

**Application Documents and Questionnaires  
for Prequalification Package**

The following documents, Prequalification Application and Questionnaires, Parts I through VI, are to be filed with the County of Riverside by the Organization requesting prequalification, in accordance with the Public Contract Code, for the aforementioned Project.

## Part I. Organization Information, Declaration, and Affidavit

Contractor Name: \_\_\_\_\_  
(as it appears on license)

Type of Organization: Check one  Corporation  
 LLC  
 Partnership  
Sole Proprietorship or an Individual

Contact person(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**

If Contractor is a **Corporation**, state legal name of Corporation and also names of the president, vice-president, secretary, treasurer and manager thereof.

If Contractor is an **Limited Liability Company (LLC)**, state legal name of Organization and also names of all Managers and Members.

If Contractor is a **Partnership**, state true name of Partnership and also names of all individual Partners.

If Contractor is a **Sole Proprietorship or an Individual**, state first and last name(s) in full.

If Prequalification package applications is signed by an agent other than an Owner, Partner or Corporate Officer, Prequalification package application shall be accompanied by a power-of-attorney.

Business Street Address: \_\_\_\_\_  
(Please include business address even if P.O. Box is used.)

Business City, State, Zip Code: \_\_\_\_\_

P.O. Box- Number: \_\_\_\_\_

P.O. Box- City, State, Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_\_) \_\_\_\_\_

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

Contractor's license number: \_\_\_\_\_

License Classification(s): \_\_\_\_\_

Expiration date: \_\_\_\_\_

Department of Industrial Relations Registration Number: \_\_\_\_\_

# Declaration

## Acknowledgement and Release

By signature and date on this page, the Contractor authorizes any financial institution, legal Organization, or any other type of business, agency or individual named within this document to release to County and/or its designated representatives, any and all information as that information relates, or could relate, to its ability to evaluate the background, stability and general worthiness of this Contractor to perform construction activities if prequalified and awarded a contract by County. In addition, County may request information from references, provided:

- a. A photocopy of this document shall be deemed as valid as an original document.
- b. This acknowledgement and release shall remain in effect until such time as the Contractor requests, in writing, that County cease any attempt to evaluate it and its agents as a potential prequalified bidder for implementation/ construction for the Project.

## Reserved Right

County reserves the right, for the sole purpose of evaluating a potential prequalification candidate (Contractor), to make other inquiries as permitted by law. Furthermore, County reserves the right to reject any or all prequalification applications.

# Affidavit

I, \_\_\_\_\_ the undersigned, certify and declare that I have read all the answers to this prequalification application and questionnaire and know their contents. The matters stated in the application and questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

**Signature:** \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_  
"Contractor"

Dated: \_\_\_\_\_

## Part II. Essential Requirements for Prequalification

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 6, 7, 8 or 9 is "Yes."<sup>2</sup> If the answer to Question 8 is "Yes," and if debarment would be the sole reason for denial of prequalification, any prequalification 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 \$2,000,000 per occurrence and \$4,000,000 aggregate.

Yes       No

3. 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

4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.<sup>3</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.

**Footnote**

1. A "No" answer to Question 4 will not be disqualifying if the Contractor is exempt from complying with Question 4.
2. A Contractor disqualified solely because of a "Yes" answer given to Question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.
3. 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.



5. 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 prequalification if you are seeking prequalification for a single project; or (if you are seeking prequalification valid for a year)

(b) your current available bonding capacity?<sup>4</sup>

Yes       No

**Note:**

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

6. Has your Contractor's license been revoked at any time in the last five (5) years?

Yes       No

7. Has a surety company completed a contract on your behalf, or paid for completion because your Organization was default terminated by the project Agency/ Owner within the last five (5) years?

Yes       No

8. At the time of submitting this prequalification application, is your Organization 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 dates of the period of debarment:

Beginning date (Month, Day, Year) \_\_\_\_\_

Ending date (Month, Day, Year) \_\_\_\_\_

9. At any time during the last five (5) years, has your Organization, 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

**Footnote**

4. An additional notarized statement from the surety may be requested by public entity at the time of submission of a bid, if this prequalification package is submitted more than 60 days prior to submission of the bid.

**Part III. Organization Business Structure, Business History and Organizational Performance, Compliance with Labor, Civil and Criminal Laws**

**A. Current Organization Business Structure**

1. Organization Business Structure Information

**For Organizations that are Corporations:**

- a. Date incorporated: \_\_\_\_\_
- b. Under the laws of what state: \_\_\_\_\_
- c. 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 (10%) of the Corporation's stock.

Name	Position	Years with Org.	% Ownership	Social Security #

- d. Identify every construction Organization that any person listed above has been associated with (as Owner, general Partner, limited Partner or Officer) at any time during the last five (5) 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.**

Name	Construction Company	Dates of Person's Participation with Organization

**For Organizations that are LLC:**

e. Date Articles of Organization filed: \_\_\_\_\_

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

g. Provide all the following information for all members of the LLC:

Name	Position	Years with Org.	% Ownership	Social Security #

h. Identify every construction Organization that any person listed above has been associated with (as Owner, general Partner, limited Partner or Officer) at any time during the last five (5) 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.**

Name	Construction Company	Dates of Person's Participation with Organization

**For Organizations that are Partnerships:**

- i. Date of formation: \_\_\_\_\_
- j. Under the laws of what state: \_\_\_\_\_
- k. Provide all the following information for each Partner who owns 10 per cent or more of the organization.

Name	Position	Years with Org.	% Ownership	Social Security #

- l. Identify every construction Organization that any Partner has been associated with (as Owner, general Partner, limited Partner or Officer) at any time during the last five (5) 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.**

Name	Construction Company	Dates of Person's Participation with Organization

**For Organizations that are Sole Proprietorships:**

- m. Date of commencement of business: \_\_\_\_\_
- n. Social security number of Sole Proprietorship: \_\_\_\_\_
- o. Identify every construction Organization that the business Owner has been associated with (as Owner, general Partner, limited Partner or Officer) at any time during the last five (5) years.  
**None: 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.**

Name	Construction Organization	Dates of Person's Participation with Organization

**For Organizations that Intend to make a bid as Part of a Joint Venture:**

- p. Date of commencement of Joint Venture: \_\_\_\_\_
- q. Provide all of the following information for each Organization that is a member of the joint venture that expects to bid on one or more projects:

Name of Organization	% Ownership of Joint Venture

## B. Business History and Organizational Performance

2. Has there been any change in Ownership of the Organization at any time during the last three (3) 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 attached page (Reference this section and item number).

3. Is the Organization a subsidiary, parent, holding Company or affiliate of another construction Organization?  
**Note: Include information about other Organizations if one Organization owns 50 per cent or more of another, or if an Owner, Partner, or Officer of your Organization holds a similar position in another Organization.**

Yes       No

If "Yes," explain on a separate signed attached page (Reference this section and item number).

4. Are any Corporate Officers, Partners or Owners connected to any other construction Organization.

**Note: Include information about other Organizations if an Owner, Partner, or Officer of your Organization holds a similar position in another Organization.**

Yes       No

If "Yes," explain on a separate signed attached page (Reference this section and item number).

5. State your Organization's gross revenues for each of the last three (3) years:

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

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 Organization 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 Organization in bankruptcy at any time during the last five (5) 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, also attach 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 Organization:

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10. If any of your Organization'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 Organization changed names or license number in the past five (5) years?

Yes       No

If "Yes," explain on a separate signed attached page (Reference this section and item number).

12. Has any Owner, Partner or (for Corporations:) Officer of your Organization operated a construction Organization under any other name in the last five (5) years?

Yes       No

If "Yes," explain on a separate signed attached page (Reference this section and item number).

13. Has any CSLB license held by your Organization or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five (5) years?

Yes       No

If "Yes," explain on a separate signed attached page (Reference this section and item number).

## **Disputes**

14. At any time in the last five (5) years has your Organization been assessed and paid liquidated damages after completion of a project under a construction contract with either a public Agency or private Owner?

Yes       No

If "Yes," explain on a separate signed attached page (Reference this section and item number). Identifying all such projects by Agency/Owner, Agency/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 (5) years has your Organization, or any Organization with which any of your Organization'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 Organization in which an Owner, Partner or Officer of your Organization 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 attached page (Reference this section and item number). State whether the Organization involved was the Organization applying for prequalification here or another Organization. Identify by name of the Organization, the name of the person within your Organization who was associated with that Organization, the year of the event, the Owner of the project, the project and the basis for the action.

16. In the last five (5) years has your Organization been denied an award of a public works contract based on a finding by a public Agency that your Organization was not a responsible bidder?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Identify the year of the event, the Owner, the project and the basis for the finding by the public Agency.

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**Note: The following two questions refer only to disputes between your Organization and the Agency/Owner of a project. You need not include information about disputes between your Organization and a supplier, another Contractor, or subcontractor. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

17. In the past five (5) years has any claim **against** your Organization concerning your Organization's work on a construction project been **filed in court or arbitration?**

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). 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 (5) years has your Organization made any claim against a project Owner concerning work on a project or payment for a contract and **filed that claim in court or arbitration**?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). 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).

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19. At any time during the past five (5) years, has any **surety** company made any payments on your Organization's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your Organization's behalf, in connection with a construction project, either public or private?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Identify 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 (5) years has any **insurance carrier**, for any form of insurance, refused to renew the insurance policy for your Organization?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Name the insurance carrier, the type of insurance and the year of the refusal.

### **Bonding**

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

Bonding Company Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

22. If your Organization 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 Organization worked at any time during the last three (3) years, state the percentage that your Organization was required to pay.

\_\_\_\_\_ %

If you prefer to explain, do so on a separate signed attached page (Reference this section and item number).

23. List all other sureties (name and address) that have written bonds for your Organization during the last five (5) years, including the dates during which each wrote the bonds:

Surety Company Name **No. 1:** \_\_\_\_\_

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

Dates (Month/Year(s)): \_\_\_\_\_

Surety Company Name **No. 2:** \_\_\_\_\_

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

Dates (Month/Year(s)): \_\_\_\_\_

Surety Company Name **No. 3:** \_\_\_\_\_

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

Dates (Month/Year(s)): \_\_\_\_\_

If more Surety Companies need to be listed, please attach signed attached page (Reference this section and item number).

24. During the last five (5) years, has your Organization ever been denied bond coverage by a surety company, or has there ever been a period of time when your Organization had no surety bond in place during a public construction project when one was required?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Provide details indicating the date(s) when your Organization was denied coverage and the name of the Organization(s) which denied coverage; and the period during which you had no surety bond in place.

## C. Compliance with Labor, Civil and Criminal Laws

### Safety, Health and Environmental Regulations

25. Has CAL OSHA cited and assessed penalties against your Organization for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five (5) 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", explain on a separate signed attached page (Reference this section and item number). Describe 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.

26. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against your Organization in the past five (5) 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", explain on a separate signed attached page (Reference this section and item number). Describe each citation.

27. Has the Environmental Protection Agency (EPA), any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your Organization or the Owner of a project on which your Organization was the Contractor, in the past five (5) 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", explain on a separate signed attached page (Reference this section and item number). Describe each citation.

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

29. List your Organization's (California Workers' Compensation insurance) for each of the past three (3) premium years:

**Note: An EMR is issued to your Organization annually by your Workers' Compensation insurance carrier.**

EMR, Current Year: \_\_\_\_\_

EMR, Previous Year: \_\_\_\_\_

EMR, Year Prior to Previous Year: \_\_\_\_\_

If your EMR for any of these three (3) years is or was 1.00 or higher you may, and if you prefer to explain, do so on a separate signed attached page (Reference this section and item number).

30. Within the last five (5) years, has there ever been a period when your Organization had employees but was without Workers' Compensation insurance or state-approved self-insurance?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Provide reason(s) for the absence of Workers' Compensation insurance.

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 (5) years (Reference this Part III section and item number on that statement). If your Organization has been in the construction business for less than five (5) years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your Organization has been in the construction business.)

**Prevailing Wage and Apprenticeship Compliance Record**

31. Has there been more than one occasion during the last five (5) years in which your Organization was required to pay either back wages or penalties for your own Organization's failure to comply with the state's prevailing wage laws?

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

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Describe 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.

32. During the last five (5) years, has there been more than one occasion in which your own Organization has been penalized or required to pay back wages for failure to comply with the **federal Davis-Bacon prevailing wage** requirements?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number).

Describe 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.

33. Provide the **name, address, contact name, telephone number, and e-mail address** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Organization for use on any public work project for which you are awarded a contract by *[Public Entity]*.

Apprenticeship Program Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

34. If your Organization operates its own State approved apprenticeship program:

A. Identify the craft(s) in which your Organization provided apprenticeship training in the past year.

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

B. State the year(s) 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 Organization as apprentices at any time during the past three (3) years in each apprenticeship and the number of persons who, during the past three (3) years, completed apprenticeships in each craft while employed by your Organization.

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

35. At any time during the last five (5) years, has your Organization been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes       No

If "Yes", explain on a separate signed attached page (Reference this section and item number). Provide the date(s) of such findings and attach copies of the Department of Industrial Relations' (Division of Apprenticeship Standards) final decision(s).

**Criminal Matters and Related Civil Suits**

36. Has your Organization 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 attached page (Reference this section and item number). Identify who was involved, the name of the public Agency, the date of the investigation and the grounds for the finding.

37. Has your Organization 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 attached page (Reference this section and item number). Identifying the person(s) who was involved, the name of the public Agency, the date of the conviction and the grounds for the conviction.

38. Has your Organization 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", explain on a separate signed attached page (Reference this section and item number). Identify the person(s) convicted, the court (the County if a State Court, the District or location of the Federal Court), the year and the criminal conduct.

## Part IV. Recent Construction Projects Completed

39. Contractor shall provide information about its **four (4)** most recently completed wetlands or streambed restoration projects, as well as landscape restoration/ earthwork works projects. Demonstration of both public and private projects within the last five (5) years is preferred.<sup>5</sup> Names and references must be current and verifiable.

Use separate sheets of paper that contain all of the following information:

Contract/ Project No.: \_\_\_\_\_

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

Project Description/Type (Scope of work): \_\_\_\_\_  
\_\_\_\_\_

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

Contract/Project responsibility (check one):  Prime Contractor

Subcontractor

Award date: \_\_\_\_\_ Original scheduled completion date: \_\_\_\_\_  
(Month, Year) (Month, Year)

Award amount: \$ \_\_\_\_\_ Final contract/project cost: \$ \_\_\_\_\_

Extended Working days granted: \_\_\_\_\_ Actual (or Estimated) completion date: \_\_\_\_\_  
(Month, Year)

**Agency/ Client/ Owner Name:** \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Design Architect or Engineer Name:** \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Construction Manager (or Inspector) Name:** \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Footnote**

5. Contractor may, using the same format of this page, also provide information about other projects that Contractor has completed that are similar to the project(s) for which you expect to bid.

## Prequalification Application Information and Answers Statement

I, the undersigned, certify and declare that I have read all the foregoing information and answers to this prequalification application and questionnaire(s) and know their contents. The matters stated in the application and questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

**Signature:** \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_  
"Contractor"

Dated: \_\_\_\_\_



## Part V. Organization's Financial Statement

Contractor Name: \_\_\_\_\_  
(as it appears on license)

### Surety and Bonding Requirements:

- A. Attach a notarized statement from the bonding company your Organization proposes to use indicating their commitment to provide a 100% Performance and 100% Payment Bond up to at least \$300,000.00 dollars.
- B. List the names of the Bonding companies utilized by your Organization in the last five (5) years, for projects \$300,000.00 and above (additional copies of this form may be attached).

**Bonding Company Name No. 1:** \_\_\_\_\_

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

Project Name/Description: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Bonded: \$ \_\_\_\_\_ Project completion percentage: \_\_\_\_\_%

**Bonding Company Name No. 2:** \_\_\_\_\_

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

Project Name/Description: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Bonded: \$ \_\_\_\_\_ Project completion percentage: \_\_\_\_\_%

**Bonding Company Name No. 3:** \_\_\_\_\_

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

Project Name/Description: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Amount Bonded: \$ \_\_\_\_\_ Project completion percentage: \_\_\_\_\_%

## Part V. Organization's Financial Statement (Continued)

Contractor Name: \_\_\_\_\_  
(as it appears on license)

### Insurance Requirements

Each policy of insurance coverage carried by the successful Bidder (Contractor) for this project shall be issued by an insurance carrier admitted to and licensed to do business in the State of California and have an A M Best rating of not less than A: VII (A:8).

- A. Attach a notarized statement from the Worker's Compensation carrier specifying company's current Experience Modification Rating (EMR) for Worker's Compensation in the State of California and Occupational Safety and Health Administration (OSHA) 300 Form (Log of Work-Related Injuries and Illnesses) for the last 3 (3) years.
- B. Within ten (10) days from the date of the Notice of Acceptance of Bid and Intent to Award as issued by the Transportation Department, Contractor must submit insurance proving the following specified coverages:
- **Workers' Compensation Insurance** (Part 1) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Part 2) including Occupational Disease with limits not less than \$1,000,000 per person per accident.
  - **Commercial General Liability Insurance** coverage amounts are not to be less than the following: \$2,000,000 each occurrence, \$4,000,000 general aggregate, \$2,000,000 products-completed operations aggregate.
  - **Automobile Liability Insurance** for any auto, all owned, non-owned and hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to the Contract or be no less than two (2) times the occurrence limit.
- C. List the names of the insurance companies utilized by your Organization in the last five (5) years, for projects over \$ 400,000.00.

Insurance Company Name No. 1: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

AM Best Rating: \_\_\_\_\_

**Insurance Company Name No. 2:** \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

AM Best Rating: \_\_\_\_\_

**Insurance Company Name No. 3:** \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

AM Best Rating: \_\_\_\_\_

**Insurance Company Name No. 4:** \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

AM Best Rating: \_\_\_\_\_

**Insurance Company Name No. 5:** \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

AM Best Rating: \_\_\_\_\_

**Insurance Company Name No. 6:** \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

AM Best Rating: \_\_\_\_\_

## Part VI. Attachments Required

Contractor Name: \_\_\_\_\_  
(as it appears on license)

The following documents, Exhibits A and B, Attachments 1 through 6, are to be filed with the County of Riverside by the Organization requesting Prequalification, in accordance with the Public Contract Code, for the aforementioned project.

Failure to provide all these attachments will be cause for disqualification for this project.

<b>Exhibit A</b>	Project Data Sheet
<b>Exhibit B</b>	Past Performance Questionnaire
<b>Attachment 1</b>	Notarized Statement from Bonding Company
<b>Attachment 2</b>	Notarized Statement from Worker's Compensation Insurance Carrier
<b>Attachment 3</b>	Current Copy of Organization's California Contractor's License(s)
<b>Attachment 4</b>	Certification, Regarding Completed Work by a Surety Company
<b>Attachment 5</b>	Certification, Regarding False or Fraudulent Claims
<b>Attachment 6</b>	Certification, Regarding Disqualification or Removal from Bidding

## **Exhibit A**

### **Project Data Sheets**

Include behind this page Project Data Sheets.

## **Exhibit B**

### **Past Performance Questionnaires**

Include behind this page Past Performance Questionnaires.

Items 1 – 4 prepared by applying Contractor and items 5 – 8 completed by Agency/ Client/ Owner and returned to applying Contractor. Contractor to provide Project Data Sheet Reference number that matches/compliments Exhibit A specific project on bottom of each Questionnaire.

## Attachment 1

### Notarized Statement from the Bonding Company

Include behind this page a notarized statement from the **Bonding Company** that your Organization proposes to use, indicating their commitment to provide Performance and Payment bonds for the full amount of the contract.

## Attachment 2

### Notarized Statement from the Worker's Compensation Carrier

Include behind this page a notarized statement from the **Worker's Compensation Carrier** that your Organization proposes to use, specifying your Organization's current Experience Modification Rating for Workers' Compensation for the State of California.



## **Attachment 3**

### **Current Copy Organization's California Contractor's License(s)**

Include behind this page a current copy of your Organization's California Contractor's License(s).

## Attachment 4

### Certification, Regarding Completed Work by a Surety Company

Certification declaring that the applying Contractor **has not had** a surety company finish work on any project within the last five (5) years.

(Sample Declaration)

\_\_\_\_\_ authorized agent of \_\_\_\_\_  
(Contractor)

hereby certify, under penalty of perjury under the laws of the State of California, that the Organization has not had a surety company finish work on any project within the last five (5) years.

**Signature:** \_\_\_\_\_

Name (printed): \_\_\_\_\_

Dated: \_\_\_\_\_

## Attachment 5

### Certification, Regarding False or Fraudulent Claims

Certification declaring that the applying Contractor, in the last five (5) years **has not been** found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

(Sample Declaration)

\_\_\_\_\_ authorized agent of \_\_\_\_\_  
(Contractor)

hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. In the last five (5) years that the Organization, any affiliate, parent or subsidiary company has not been found by a judge, arbitrator, jury, or nolo contendere plea to have submitted a false or fraudulent claim to a public agency.

**Signature:** \_\_\_\_\_

Name (printed): \_\_\_\_\_

Dated: \_\_\_\_\_

## Attachment 6

### Certification, Regarding Disqualification or Removal from Bidding

Certification declaring that the applying Organization **has not been** disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to Public Contract Code, Section 10162.

(Sample Declaration)

\_\_\_\_\_ authorized agent of \_\_\_\_\_  
(Contractor)

hereby certify, under penalty of perjury under the laws of the State of California, that the Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of violations of law or a safety regulation, pursuant to State of California, Public Contract Code, Section 10162.

**Signature:** \_\_\_\_\_

Name (printed): \_\_\_\_\_

Dated: \_\_\_\_\_

**Exhibit A**  
**Project Data Sheet**  
(Page 1 of 2)

Project Data Sheet Reference \_\_\_\_\_ of \_\_\_\_\_

**Project Information**

*Identify Contractor's past performance and specialized experience with respect to this Project. Include government and/or private commercial projects.*

Contract/ Project No.: \_\_\_\_\_

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

Project Description/Type (Brief): \_\_\_\_\_

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

Completion Date (Actual or Estimated if at least 80% completed): \_\_\_\_\_  
(Month, Year)

Contract/ Project responsibility (check one):  Prime Contractor  
 Subcontractor

Award date: \_\_\_\_\_ Original scheduled completion date: \_\_\_\_\_  
(Month, Year) (Month, Year)

Award amount: \$ \_\_\_\_\_ Final contract/project cost: \$ \_\_\_\_\_

**Contractor/ Organization Information**

Check box if Prime Contractor on this Project Data Sheet is also the Contractor/Organization that accomplished this work, and Contractor/ Organization information is the same as provided in Part 1, Organization Information, Declaration, and Affidavit (Page A2).

**If subcontractor** on this referenced project, provide Prime Contractor information:

Contractor/ Organization Name: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Business Street Address: \_\_\_\_\_  
(Please include business address even if P.O. Box is used.)

Business City, State, Zip Code: \_\_\_\_\_

P.O. Box- Number: \_\_\_\_\_

P.O. Box- City, State, Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_\_) \_\_\_\_\_

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

**Project Data Sheet** (Continued)  
(Page 2 of 2)

**Agency/ Client/ Owner Information**

Agency/ Client/ Owner Name: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Business Street Address: \_\_\_\_\_  
(Please include business address even if P.O. Box is used.)

Business City, State, Zip Code: \_\_\_\_\_

P.O. Box- Number: \_\_\_\_\_

P.O. Box- City, State, Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Facsimile: (\_\_\_\_\_) \_\_\_\_\_

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

**Project Information (Additional Information)**

Contract/ Project No. \_\_\_\_\_

Project Name/Location: \_\_\_\_\_

Contractor/ Organization Name: \_\_\_\_\_

Project Description/Type (Detail): *Relevancy of work performed by your Organization and how it demonstrates the quality of work as it relates to this Project. Include type of contract (e.g., fixed price, cost, etc.). Identify any value- added services.*

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

Problems encountered and corrective action taken:

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

Was a claim submitted for this project?  Yes  
 No

Additional Project Information:

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

**Exhibit B**  
**Past Performance Questionnaire**

1. **Contractor/ Organization Name:** \_\_\_\_\_  
Contact person(s): \_\_\_\_\_  
Business Street Address: \_\_\_\_\_  
Business City, State, Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Work Performed as:  Prime Contractor  Subcontractor  Joint Venture  Other (Explain)  
Percentage of work performed: \_\_\_\_\_ %

**If subcontractor**, provide Prime Contractor information:

Prime Contractor/ Organization Name: \_\_\_\_\_  
Contact person(s): \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**3. Contract/ Project Information**

Contract/ Project No. \_\_\_\_\_ Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Completion Date (Actual or Estimated if at least 80% completed): \_\_\_\_\_  
(Month, Year)  
Award date: \_\_\_\_\_ Original scheduled completion date: \_\_\_\_\_  
(Month, Year) (Month, Year)  
Award amount: \$ \_\_\_\_\_ Final contract cost: \$ \_\_\_\_\_

4. Project Description: \_\_\_\_\_

**5. Agency/ Client/ Owner Information**

Agency/ Client/ Owner Name: \_\_\_\_\_  
Contact person(s): \_\_\_\_\_  
Business Street Address: \_\_\_\_\_  
Business City, State, Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

6. Describe the Agency/ Client/ Owner's role in this project: \_\_\_\_\_  
\_\_\_\_\_

7. Date this Questionnaire was completed: \_\_\_\_\_  
(Month, Day, Year)

8. Agency/ Client/ Owner Signature: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_ Title: \_\_\_\_\_

## **Part VII. Scoring Sheet Example**

For reference, the following document is an example of Contractor Services Evaluation Rating Form (Scoring Sheet).



# CONTRACTOR SERVICES EVALUATION RATING FORM

PROJECT: \_\_\_\_\_ FIRM: \_\_\_\_\_ SCORE: \_\_\_\_\_  
 (0-100 pts.)

- Pre Qualifications
- Written Proposal
- Interview

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CRITERIA	WEIGHT (1-3)	SCORE (0-5)	TOTAL (WxS) (0-10)	COMMENTS
Project Management	2			
Procurement of Planting Materials	3			
Site Preparation, Non-native Plant Removal, Erosion Control and Maintenance	3			
Planting of Enhancement and Restoration Areas	3			
Seeding of Enhancement and Restoration Areas	3			
Irrigation System Design, Installation, Operation and Maintenance	3			
Post Development Monitoring	3			