

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
NOTICE TO GENERAL CONTRACTORS CALLING FOR
PREQUALIFICATION OF BIDDERS
FOR PUBLIC WORKS PROJECTS**

NOTICE IS HEREBY GIVEN that Swinerton Management and Consulting, on behalf of the San Mateo County Community College District of San Mateo County, California, acting by and through its Governing Board, hereinafter referred to as the District, will receive up to, but not later than 2:00 pm **Tuesday April 6, 2004**, a **sealed Prequalification Application** for approval to bid on upcoming public works projects at the San Mateo County Community College District. Only General Contractors who have been approved through this prequalification process will be eligible to bid the following public works projects:

PROJECT

Various Districtwide Seismic Retrofit, Modernization & Renovation Projects – with contract values of \$8M or less. Contractors may pre-qualify for projects valued up to \$500K, \$1M, \$3M, \$5M or \$8M in accordance with average annual revenue over the last five years and current bonding capacity.

LOCATION

Cañada College, College of San Mateo, Skyline College

Submission of Prequalification Applications: All Prequalification Applications shall be made on a form furnished by the District. Additional copies of Prequalification Applications may be obtained from Swinerton Management and Consulting, San Mateo County Community College District, Building 6, 1700 West Hillsdale Drive, San Mateo, California, 94402, (650) 378-7334. In addition, applications may be obtained from the District's website, <http://www.smccd.net>, however, interested General Contractors should register with Swinerton Management and Consulting to ensure that any addenda issued are sent to all holders of the prequalification document. The final day bidders may submit requests for clarification is **Friday, April 2, 2004 at 5:00 pm**. Applications will be received by Swinerton Management and Consulting, at their offices located at Building 6, 1700 West Hillsdale Drive, San Mateo, California, 94402.

Requirements for Application: Each application must conform and be responsive to the standard application provided by the District. Any deviation from the standard application form or failure to provide the required information will be considered non-responsiveness and grounds for disqualification and rejection of the application. The District reserves the right to reject any or all Prequalification applications and to waive any irregularities in any responses received. Prequalification submittals for past projects or for other public agencies are not applicable. A new Prequalification submittal is required to be considered for the advertised projects.

Mandatory Prequalification Conference: A mandatory Prequalification Conference will be held on **Wednesday March 31, 2004 at 10:00 a.m.**, in the Conference Room of Swinerton Management & Consulting, located in Building 6 at 1700 West Hillsdale Drive, San Mateo, CA. Attendance at the prequalification conference is mandatory for General Contractors attempting to become prequalified to bid on the advertised projects. Those planning to attend the conference should allow ample time to find a parking space, secure a parking permit and walk to the meeting location. The doors to the meeting will be secured at 10 minutes past the start of the meeting. Those that arrive more than 10 minutes past the start of the Prequalification conference will not be allowed to participate in the prequalification process.

Requirements for Prequalification: The District's evaluation is solely for the purpose of determining which contractors are deemed responsible and qualified. Prequalification of bidders will be reviewed and determined by the District based upon the submitted Prequalification application, and any other information available to the District. The District may request a contractor to submit additional information pertinent to the Application. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted by the Contractor.

The District retains the sole discretion to determine issues of compliance and to determine whether a bidder is responsive and responsible. The District will determine a contractor's quality, fitness and capacity to perform projects satisfactorily. The District's decision on Prequalification will be based on the evaluation of several factors including but not limited to the following:

1. Construction Experience on comparable projects
2. Contractor's License
3. Work History
4. Litigation and Arbitration History
5. Disqualification from Previous Projects
6. Compliance with Statutory Requirements and Safety Record
7. Prevailing Wage Requirements
8. Project Personnel
9. Insurance Requirements
10. Bonding Information
11. Financial Information
12. Attendance at the mandatory Prequalification conference

In addition to being disqualified for failure to meet the District's criteria, a contractor may be automatically disqualified for any one of the following:

Omission of requested information
Falsification of information
Lack of required valid contractor's license
Lack of bondability

Lack of insurability

Lack of Declaration under penalty of perjury of Application by a duly authorized officer of the firm.

Lack of experience in constructing comparable projects

Bid Award: The District will receive bids on the project(s) only from Prequalified General Contractors. The contract for a particular project will be awarded to the lowest responsible pre-qualified bidder submitting a responsive bid for that project. The District reserves the right to review and determine the qualifications and responsibility of any subcontractors at the time the individual project is submitted for bid.

Contract Requirements: Contractors are advised that the contractor qualified and selected for a specific project as the lowest responsible prequalified bidder shall be subject to and must fully comply with all of the requirements of the bidding documents including but not limited to the provision of a Payment Bond and a Performance Bond. The bonds shall be in the form of surety bonds issued by a corporation licensed in the State of California and satisfactory to both the District and its agents. Sureties must be California State registered Class "A" Securities. In accordance with provisions of Public Contract Code Section 22300, substitution of eligible and equivalent securities for any monies withheld to ensure performance under this contract will be permitted at the request and expense of the Contractor.

Prevailing Wage Requirements: Contractors are further informed that they will be subject to and must comply with all of the requirements under the California Labor Code to pay the general prevailing rate of per diem wages and for holiday and overtime work to all workers employed by the contractor. Copies of prevailing rates of per diem wages are available from the Department of Industrial Relations, State of California.

Labor Compliance Program: Some projects covered under this pre-qualification will be required to conform to a Labor Compliance Program in accordance with the requirements of the Department of Industrial Relations, State of California.

Confidentiality: Responses to the Prequalification application and questionnaire and any financial information submitted for Prequalification evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected contractor, and it shall be the contractor's responsibility to defend the District in any action to compel disclosure of the contractor's confidential information.

The San Mateo County Community College District is an equal opportunity employer.

Board of Trustees
San Mateo County Community College District

Patricia Miljanich, Vice President-Clerk

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