

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
PREQUALIFICATION FOR A, B AND C LICENSED CONTRACTORS**

NOTICE IS HEREBY GIVEN that the San Mateo County Community College District (the District) of San Mateo, CA., acting through its Governing Board, hereinafter the District, is seeking to prequalify A, B and C licensed contractors who wish to compete for the award of contracts for various projects during the '05-'06 Fiscal year (July 1, 2005 – June 30, 2006). Projects will be located at the District's three campuses: Cañada College, College of San Mateo, and Skyline College.

Prevailing Wage: These projects will require that the successful bidder shall be required to pay its workers on this project a sum not less than the general prevailing wage rate of per diem wages and not less than the general prevailing rate for holiday and overtime work for work of a similar character in the locality in which the project is performed as provided under California Labor Code section 1770 et sec. The District has determined the prevailing rate of per diem wages and the general prevailing rate for holidays and overtime work in the locality in which this project is to be performed for each craft, classification or type of work needed to execute the work. Contractor shall be required to post, at each job site, a copy of such prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations.

Prequalification submittals must be marked clearly on the envelope with your firm name and "Prequalification for A, B and C Licensed Contractors," and filed with Swinerton Management & Consulting, the District's Program Manager, at 1700 West Hillsdale Blvd. Building 6, San Mateo, California, 94402 no later than **2:00 p.m., Friday, May 27, 2005.**

Procurement of prequalification documents: Prequalification submittals will be received only from A, B and C Licensed Contractors who have completed the District's prequalification questionnaire. Questionnaires will be available starting May 2, 2005, at http://www.smccd.net/accounts/facilities/planconstruct/DW_NTC.html, or by contacting Swinerton Management & Consulting at (650) 378-7337.

Prequalification Conference: A prequalification conference is scheduled for Tuesday, May 10, 2005, promptly at 2:00 p.m. **This meeting is mandatory.** Interested parties are to meet at 1700 West Hillsdale Drive, Building 6, San Mateo, CA, in Swinerton Management & Consulting's Conference Room. Interested parties are advised to arrive early in order to park and walk across campus to meeting. Doors will be closed at 10 minutes after the commencement of the conference.

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.
Dave Mandelkern , Vice President-Clerk
Board of Trustees
San Mateo County Community College District

Published: **April 25, 2005**
 May 2, 2005

1 REQUIRED CONTENTS OF STATEMENT OF QUALIFICATION (SOQ) SUBMISSION

- 1.1 Transmittal Letter. The Transmittal Letter, page one of the submittal, shall name the contractor, its legal structure (i.e., wholly owned subsidiary, corporation, partnership, limited partnership, joint venture). If a joint venture or partnership is proposed, Bidder shall identify partner and/or member of the joint venture and their roles and responsibilities.
- 1.2 Table of Contents. Create and insert a table of contents, after the transmittal letter, listing all of the documents included in your submittal.
- 1.3 Completed Questionnaire. Bidder shall include a completed Statement of Qualification Questionnaire in the form attached to this Document. Bidder shall ensure its answers to the Questionnaire describe the bidder's organization, Key Personnel proposed and the public works history of each. Add supplementary information if necessary, if you believe that such information would benefit the Bidder in receiving a positive result from this Pre-Qualification process.
 - 1.3.1 Additional information regarding Performance and Payment Bonds can be found on the District's website, http://www.smccd.net/accounts/facilities/planconstruct/DW_NTC.html
- 1.4 Additional Items: The District may issue supplementary Pre-Qualification criteria on a per project basis.

2 GENERAL CONDITIONS

- 2.1 General Conditions for Content. The SOQ should be specific, detailed and complete to clearly and fully demonstrate that the Bidder has a thorough understanding of and demonstrated knowledge of the District's requirements.
- 2.2 Explanations to SOQ. Any explanation requested by a Bidder regarding the meaning or interpretation of this SOQ must be requested in writing by **5:00 pm on Tuesday, May 17, 2005**. Oral explanations or instructions will not be binding. Any information provided to any prospective Bidder concerning this SOQ will be furnished to all prospective Bidders as an Addendum to the Pre-Qualification Documents.

STATEMENT OF QUALIFICATION QUESTIONNAIRE

Bidders shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Instructions provided by the District. Failure to complete the questionnaire or inclusion of any false statement(s) shall be ground for immediate disqualification.

3 GENERAL INFORMATION

3.1 CONTACT INFORMATION:

Firm/Contractor Name: _____

Business Address: _____

Telephone: _____ Fax: _____

Email: _____

Type of Firm: Corporation: _____ Proprietorship: _____ Partnership: _____
 Joint Venture: _____ Other (please describe): _____

Name and title of person completing this questionnaire: _____

Phone: _____ Email: _____

3.2 CONTRACTOR'S LICENSE

3.2.1 The Firm/Contractor must be licensed in the State of California. Name of license holder on file with the California State License Board:

_____ Expiration Date: _____

3.2.2 License Classification & Number: _____

3.2.3 Number of years license has been issued under firm name: _____

3.2.4 Within the past five years, has the firm been subject to disciplinary action by the California State License Board? YES NO If yes, provide details of each action on attached page.

3.2.5 Have officers or principals of the firm ever had their contractor's license suspended or revoked for any reason? YES NO If yes, please explain on attached page.

4 SAFETY, PREVAILING WAGE, DISPUTES AND BONDS

- 4.1 Has there been an inquiry or charge by the U.S. Department of Labor, Department of Industrial Relations, Division of Labor Standards Enforcements or any other Department or Division of the U.S. Department of Labor against your firm within the past five (5) years?
YES NO If yes, attach description of inquiry or charge and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
- 4.2 Does your firm have any outstanding judgments, demands or liens resulting from violations of the California Labor Code, California Business and Professions Code or State Licensing laws?
YES NO If yes, attach description of outstanding judgment(s), demand or lien and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
- 4.3 Is your firm currently under investigation by any Federal or state agency for failing to comply with Federal or state laws, including but not limited to the California Labor Code, California Business and Professions Code or State Licensing laws?
YES NO If yes, attach description of investigation and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
- 4.4 Has your firm been cited for OSHA violations within the past five (5) years?
YES NO If yes, attach description of violation and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
- 4.5 Does Bidder have home office safety representatives who visit/audit the job site?
YES NO

Name and title of person: _____

Phone: _____ Email: _____

5 PREVAILING WAGE PROVISIONS

5.1 Has Bidder been fined, penalized or otherwise found to have violated any prevailing wage or labor code provision? If yes, attach description of each occurrence.
YES NO If yes, attach description of violation and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.

5.2 Do you currently offer a health and welfare benefits for your employees who would work on this project and who are covered by prevailing wage law?
Yes No If yes, please provide:

A description of the health and welfare benefits:

Eligible employees:

Plan administrator(s): _____

How many years the benefit plan has been in existence: _____

Also attach documents that demonstrate you provide such benefits, including but not limited to: the nature of the benefits; who qualifies for them; who provides them; the cost of the benefits; and the method by which the cost per hour is calculated.

5.3 Do you currently provide retirement/pension benefits for your employees who would work on this project and who are covered by prevailing wage law? Yes No If so, please provide:

A description of the retirement/pension benefits:

Eligible employees:

Plan administrator(s): _____

How many years the retirement/pension plan has been in existence: _____

Also attach documents that demonstrate you provide such benefits, including but not limited to: the nature of the benefits; who qualifies for them; who provides them; the cost of the benefits; and the method by which the cost per hour is calculated.

5.4 Do you employ properly registered apprentices upon Public Works projects, in accordance with California Code of Regulations Title 8, Division 1, Chapter 2, Subchapter 1, Article 10, Section 230.1 (authority cited: Labor Code Sections 1777.5, 1777.6, 1777.7)? Yes No

If not, please explain how you comply with applicable Labor Code requirements:

5.5 In accordance with the California Labor Code, a certified copy of all employees' payroll records shall be made available upon request. Have you provided certified payrolls within the last two (2) years?

Yes No

6 DISPUTES: LITIGATION AND ARBITRATION HISTORY

Other than those projects previously listed in response to Section V, list all projects within the last (10) years in which claims were made against your firm, or claims you made against an Owner or General Contractor, resulting in litigation, arbitration, mediation or settlement (attach additional sheets, if necessary).

6.1 LIST AND ATTACH ALL CURRENT AND/OR /PENDING disputes:

6.1.1 Pursued via mediation, arbitration, or litigation

6.1.2 Initiated within the last ten (10) years

6.1.3 In which additional compensation is sought

6.1.4 Where breach of contract is alleged

6.1.5 Indemnity is sought

6.1.6 Between your firm (or any principal of your firm) and any Owner

6.1.7 Indicate here if there any attachments (write 'See Attached' or 'None'):_____

7 BONDING INFORMATION

Prospective General Contractors desiring to be prequalified are informed that they will be subject to and must fully comply with all Bid conditions including providing 100% payment and 100% performance bonds. Prospective Contractors shall submit the below form, signed by representative of surety and notarized. If firm has used current surety for less than five (5) years, list surety(ies) previously used and indicate number of years used to demonstrate five (5) complete years of surety history.

- 7.1 Is it true that the surety has *not* paid out any monies for the construction activities of the prospective General Contractor whatsoever within the last five (5) years?
 YES NO If answer is no, explain on attached additional sheets.
- 7.2 How long has the Prospective Contractor been with this surety? Number of Years: _____
- 7.3 Surety Declaration: Provide this Declaration to your surety(ies) for completion. Do not have the surety submit this information directly to the College.
 - 7.3.1 Capability to Provide Required Performance and Payment Bonds. Bidder shall include a letter from a surety duly licensed to do business in the State of California, having a financial rating from A.M. Best Company of [A-9] or better that the surety has agreed to provide Bidder with the required performance and payment bonds in accordance with the requirements set forth in Section 00520 (Agreement), Section 00411 (Payment Bond) and Section 00610 (Performance Bond). Such performance and payment bonds shall be in the minimum penal sums provided therein.
 - 7.3.1.1 This letter must be: 1) generated by the bonding company listed in this SOQ submittal, 2) dated no earlier than the first date of the published Notice to Contractors for this SOQ, 3) notarized, and 4) be address to the San Mateo County Community College District.

The undersigned declares under penalty of perjury that the bonding capacity indicated above is true and correct and that this declaration was executed in:

_____ (County), _____, (State) on _____ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Bonding Company Name])

(Name of Firm Underwriting Bond [Surety Company Name NOT Agent])

(Address)

(City, State, Zip Code)

Telephone Number (Facsimile Number) (Email Address)

(ATTACH NOTARIZATION OF SURETY REPRESENTATIVE'S SIGNATURE)

8 EXPERIENCE OF CONTRACTOR

The unique nature of the various Projects requires prior similar experience for the firm and the Key Personnel assigned. Summarize similar project experience below and provide the detailed project information requested:

8.1 List Key Personnel that will be assigned to the Work on the District projects:

Project Manager: _____

Project Superintendent: _____

8.2 Resumes of Proposed Key Managerial/Supervisory Personnel. Bidder shall provide a resume for each person individually named in this document. Include no less than the following:

- 8.2.1 Name and proposed assignment of Key Personnel; do not include home addresses or home phone numbers.
- 8.2.2 Years with Bidder, total years of experience
- 8.2.3 Years experience acting in the capacity of the proposed assignment for this Prequalification
- 8.2.4 Education - degrees, schools and years obtained
- 8.2.5 Professional Registrations and other certifications
- 8.2.6 Fluency in English (Yes/No)
- 8.2.7 Experience directly related to Public Works Construction
- 8.2.8 At least three client references, including contact names, addresses and telephone numbers
- 8.2.9 Description of projects of a similar nature worked on in the past five years
- 8.2.10 At the time of Bid, the Contractor will be required to reconfirm staff assignments to the project based on this submittal. If any of the staff listed in the Prequalification are no longer employed by the firm at the time the project starts, or are otherwise unavailable, the firm's Bid may be considered non-responsive. The Owner may consider substitution of listed staff by others; however, comparable project history and other relevant information must be submitted to the Owner for approval, prior to the determination of Bid results.

8.3 Recent Projects. List three recent projects completed for an Educational or Public entity in the past five years and indicate who was the Project Manager and Superintendent. If a separate sheet is used, it must contain all of the following information:

8.3.1 Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name / phone number): _____

Const. Mgr. or Project Mgr. (name / phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

8.3.2 Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name / phone number): _____

Const. Mgr. or Project Mgr. (name / phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

8.3.3 Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name / phone number): _____

Const. Mgr. or Project Mgr. (name / phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

9 FINANCIAL INFORMATION

9.1 What was the largest amount of work completed in one year by the firm?

Year:

Number of Projects:

Value (\$) of Largest Project:

Total Value (\$) of the Work Completed:

9.2 Has your firm or affiliated entity ever declared bankruptcy or been in receivership?

Yes No

If yes please explain: _____

9.3 Regarding your firm's bank, please provide the following information:

Bank Name: _____

Address: _____

Average Daily Balance: \$ _____

Available Line of Credit: \$ _____ (secured or unsecured)

Contact Person (name and telephone number): _____

10 INSURANCE INFORMATION

Prospective Contractors desiring to be prequalified are informed that they will be subject to and must fully comply with all Bid conditions including the following insurance coverage and associated limits. Prospective Contractors shall submit the below form, signed by representative of insurer and notarized. If firm has used current insurer for less than five (5) years, list insurer(s) previously used and indicate number of years used to demonstrate five (5) complete years of insurer history.

10.1 Is the insurer to be used listed by A.M. Best with a rating of A-9 or better, and a financial classification of VIII or better?

YES _____ NO _____

Indicate A.M. Best Rating: _____

Indicate A.M. Best Financial Classification: _____

10.2 Is the Contractor able to obtain insurance in the following limits for this construction contract?

YES _____ NO _____

<u>Comprehensive or Commercial Form General Liability Insurance - Limits of Liability</u>	<u>Minimum Requirement</u>
Each Occurrence - Combined Single Limit for Bodily Injury and Property Damage	\$5,000,000
Products - Completed Operations Aggregate	\$5,000,000
Personal and Advertising Injury	\$5,000,000
General Aggregate - Not Applicable to Comprehensive Form	\$5,000,000

<u>Business Automobile Liability Insurance - Limits of Liability</u>	<u>Minimum Requirement</u>
Bodily Injury each person	\$1,000,000
Bodily Injury each occurrence	\$1,000,000
Property Damage each occurrence	\$1,000,000

10.3 How long has the Prospective Contractor been with this insurer?

Number of Years: _____

10.4 If the entity submitting this prequalification questionnaire is a Joint Venture, can the Joint Venture or partnership entity itself obtain insurance in the limits, noted above in Section B, for this construction contract?

YES _____ NO _____ N/A _____

10.5 Has Bidder ever had insurance terminated by a carrier?

Yes ____ No ____ If yes, explain on a separate signed sheet marked with correlating cross-reference to this paragraph of the questionnaire.

10.6 Insurance Declaration

The undersigned declares under penalty of perjury that the insurance limits indicated above are true and correct and that this declaration was executed in:

_____ (County), _____, (State) on _____ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Insurance Company Name])

(Name of Firm Underwriting Insurance [Insurance Carrier NOT Agent])

(Address) (City, State, Zip Code)

(Telephone Number) (Facsimile Number) (Email Address)

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)

11 DECLARATION

- 11.1 Acknowledgement and Release. By signature and date on this page (of this document), prospective bidder authorizes any financial institution, credit reporting agency and/or service, legal firm or any other type of business, agency or individual named within this document to release to the District (or District's designated representative) any and all information as that information relates, or could relate, to their ability to evaluate the background, stability and general worthiness of this bidder to perform current or future construction activities if Pre-Qualified and awarded a contract by the District.
 - 11.1.1 A photocopy of this page (with the bidder's signature and date) shall be deemed as valid as an original document with the bidder's original signature.
 - 11.1.2 This Acknowledgement and Release shall remain in effect until such time as the bidder, in writing, requests that the District cease any attempt to evaluate himself/herself/themselves as potential Pre-Qualified bidder for construction work on the campuses of the San Mateo County Community College District.
- 11.2 Reserved Right. The District reserves the right, for the sole purpose of evaluating a potential Pre-Qualification candidate (bidder), to make other inquiries as permitted by law.

The undersigned declares under penalty of perjury that all of the Prequalification information submitted with this application is true and correct and a duly authorized officer of the Firm executed this Declaration.

Dated: _____

_____ Company

_____ Signature

_____ Title

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.