

**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 including*:

Districtwide Elevator Jack Replacement	Skyline Hot Water Loop Replacement
CSM Regional Public Safety Center- New Construction	Cañada Building 9 Library- New Construction
Skyline Building 3- Seismic Upgrade & Modernization	CSM Fountain Repair
Skyline Building 11 Maintenance Center Replacement	*And other projects not listed
Skyline Building 8- Seismic Upgrade & Modernization	

Projects will be located at the District's three campuses: Cañada College, College of San Mateo, and Skyline College. The contractors that prequalify through this process will be eligible to bid on District projects for FY 2004-2005.

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., Tuesday, July 27, 2004.**

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, available at http://www.smccd.net/accounts/facilities/planconstruct/DW_NTC.html, or by contacting Swinerton Management & Consulting at (650) 378-7334.

Prequalification Conference: A prequalification conference is scheduled for Thursday, July 15, 2004, promptly at 2:00 p.m. This meeting is not 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.

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 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. Compliance with Prevailing Wage Requirements
8. Project Personnel
9. Insurance Requirements
10. Bonding Information
11. Financial Information

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:

1. Omission of requested information
2. Falsification of information
3. Lack of required valid contractor's license
4. Lack of bondability
5. Lack of insurability
6. Lack of Declaration under penalty of perjury of Application by a duly authorized officer of the firm.
7. Lack of experience in constructing comparable projects

Prequalified Project Budget Amount: The District will determine the value of the District projects that a contractor can bid on based on the Contractor/Firm's bondability.

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: These projects may 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.
Patricia Miljanich, Vice President-Clerk
Board of Trustees
San Mateo County Community College District

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REQUIRED CONTENTS OF STATEMENT OF QUALIFICATION (SOQ) SUBMISSION

- A. 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.
- B. Table of Contents. Create and insert a table of contents, after the transmittal letter, listing all of the documents included in your submittal.
- C. Completed Questionnaire. Bidder shall include a completed (Statement of Qualification Questionnaire) in the form attached to this Document 00450 as Attachment "A". Bidder shall make sure its answers to the Questionnaire describe itself, 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 of this Per-Qualification process. Questionnaire includes the following:
 - a. Financial Capacity. Include audited or reviewed financial statements for the three most recently completed fiscal years for Bidder and each member of any proposed consorting or

joint venture. Also include audited or reviewed financial statements for the three most recently completed fiscal years for any parent company(s) of Bidder. If Bidder is a subsidiary, provide parent company published information with regards to the financial responsibility of the parent company to the Bidder.

- b. 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] 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 Documents 00610 (Construction Performance Bond) and 00620 (Construction Labor and Material Payment Bond). Such performance and payment bonds shall be in the minimum penal sums provided therein. [Documents 00610 & 00620 are provided on the web with this posting.]
- c. Capability to Provide the Required Insurance. Bidder shall provide a letter from an insurance company/insurance underwriter confirming that the insurer will provide Bidder the minimum coverage(s) and amount(s) included herein:
 - i. Comprehensive General Liability, no less than that of a standard Commercial General Liability Insurance policy ("Occurrence Form"). Such insurance shall provide for all operations and include independent contractors, products liability and completed operations for one year after Final Completion of last phase to be completed and acceptance of the final payment.
 1. Insurance coverage amount(s) shall be no less than: Comprehensive General Liability - \$5,000,000 for each occurrence - \$5,000,000 general aggregate limit - \$5,000,000 aggregate for products and completed operations.
 - ii. Comprehensive Automobile Liability, covering all owned, non-owned, and hired vehicles.
 1. Insurance coverage amount(s) shall be no less than: \$1,000,000 each person Bodily Injury - \$1,000,000 each occurrence Bodily Injury - \$1,000,000 each occurrence Property Damage.
 2. All-Risk Course of Construction, for physical loss or damage to the work, temporary buildings, false work, and materials and equipment in transit, and shall insure against (at least) the following perils or causes of loss: Fire, lightning, extended coverage, theft, vandalism, malicious mischief, , debris removal, water damage, and demolition occasioned by enforcement of Laws.
 3. Insurance coverage amount(s) shall be no less than: 100 percent of the completed value of the work that was lost or affected.
 4. Deductible shall not exceed \$10,000 and shall be the responsibility of the Bidder/Contractor.
 - iii. Worker's Compensation Insurance, in accordance with the most recently amended version of the "Workers' Compensation Insurance and Safety Act"
 1. Insurance coverage amount(s) shall be that amount established by the State.
- d. Human and Physical Resources. Bidder shall identify, describe, and quantify the following information:
 - i. Description of field organization(s), naming skills and equipment
 - ii. Description of safety program, quality control procedures, and safety experience
 - iii. Evidence of a valid California "[A, B or C]" contractor's license
- e. 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:
 - i. Name and proposed assignment of Key Personnel; do not include home addresses or home phone numbers.
 - ii. Years with Bidder, total years of experience
 - iii. Years experience acting in the capacity of the proposed assignment for this Pre-Qualification
 - iv. Education - degrees, schools and years obtained
 - v. Professional Registrations and other certifications
 - vi. Fluency in English (Yes/No)
 - vii. Experience directly related to Public Works Construction
 - viii. At least two client references, including contact names, addresses and telephone numbers
 - ix. Description of projects of a similar nature worked on in the past five years

x. 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.

- f. Litigation History. Description of litigation history for the past three years, including names of involved parties, nature of dispute, and disposition.

GENERAL CONDITIONS

- A. General Conditions for Content. The SOQ shall be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meet District's requirement. To this end, the SOQ should be as specific, detailed and complete as to demonstrate clearly and fully that the Bidder has a thorough understanding of and has demonstrated knowledge of the requirements to perform the Work (or applicable portion thereof).
- B. Explanations to SOQ. Any explanation requested by a Bidder regarding the meaning or interpretation of this Document 00450 must be requested in writing by **5:00 pm on Wednesday, July 21, 2004**. Oral explanations or instructions will not be binding. Any information provided to any prospective Bidder concerning this Document 00450 will be furnished to all prospective Bidders as an Addendum to the Pre-Qualification Documents.
- C. 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.
- a. 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.
 - b. 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.
- D. 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.

Acknowledgement and Release:

(Printed name and title)

Signature

Date

ATTACHMENT "A" – 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.

PART A: 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: _____

PART B: CONTRACTOR'S LICENSE

1. The Firm/Contractor must be licensed in the State of California. Name of license holder on file with the California State License Board: _____
License Classification & Number: _____ Expiration Date: _____
Number of years license has been issued under firm name: _____

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.

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.

PART C: SAFETY, PREVAILING WAGE, DISPUTES AND BONDS

1. Has there been an inquiry or charge by the U.S. Department of Labor, Division of Industrial Relations 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.
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.
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. 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.
5. Does Bidder have home office safety representatives who visit/audit the job site?
YES NO

Name and title of person: _____

Phone: _____ Email: _____

PREVAILING WAGE PROVISIONS

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.

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).

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

1. Pursued via mediation, arbitration, or litigation
2. Initiated within the last ten (10) years
3. In which additional compensation is sought
4. Where breach of contract is alleged
5. Indemnity is sought
6. Between your firm (or any principal of your firm) and any Owner
7. Indicate here if there any attachments (write 'See Attached' or 'None'): _____

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.

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.
2. How long has the Prospective Contractor been with this surety? Number of Years: _____
3. Surety Declaration:
 Provide this Declaration to your surety(ies) for completion. Do not have the surety submit this information directly to the College.

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 [Insurance Company Name])

 (Firm Name)

_____ (Address) _____ (City, State, Zip Code)

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

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)

PART D: 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:

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

Project Manager: _____

Project Superintendent: _____

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:

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: _____

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: _____

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: _____

PART E: FINANCIAL INFORMATION

1. Has Bidder ever reorganized under the protection of bankruptcy laws? Yes _____ No _____

If yes, please state when _____

2. Identify at least one banking institution where Bidder does business:

Name of Institution:

Address:

Contact person/Phone number

Number of years with this institution:

Type(s) of accounts:

Average monthly balance:

Credit limit:

Security required for credit/credit increase:

PART F: INSURANCE INFORMATION

1. If Bidder has had their general liability insurance carrier for less than 5 years, please provide additional information below for balance of the last 3 years:

Agency Name: _____

Contact Name: _____

Phone Number: _____

Carrier: _____ A.M. Best Rating: _____

2. 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.

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])

(Firm Name)

_____ (Address) _____ (City, State, Zip Code)

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

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)

DECLARATION

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