

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
NOTICE TO SYNTHETIC TURF COMPANIES  
CALLING FOR PREQUALIFICATION FOR PUBLIC WORKS PROJECTS**

**October 27, 2003**

**Prequalification Application  
Table of Contents**

**Notice to Applicants**

- I. General Information**
- II. Product Information**
- III. Installation Information**
- IV. Product Literature**
- V. Project Experience**
- VI. Current Projects for the San Mateo County Community College District and Other University, College and Community College Districts**
- VII. Past Projects for the San Mateo County Community College District and Other University, College and Community College Districts**
- VIII. Litigation and Arbitration History**
- IX. Disqualification**
- X. Compliance with Statutory Requirements and Safety**
- XI. Project Personnel**
- XII. Insurance Requirements**
- XIII. Bonding Requirements**
- XIV. Financial Information**
- XV. Additional Applicant Requirements**
- XVI. Attendance at Mandatory Prequalification Conference**
- XVII. Declaration**

**SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT  
NOTICE TO SYNTHETIC TURF COMPANIES  
CALLING FOR PREQUALIFICATION 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 **Monday, November 3, 2003, at 2:00 p.m.**, a **sealed Prequalification Application** for prequalification of Synthetic Turf Products for the San Mateo County Community College District.

**PROJECT**

Athletic Facilities Improvements

**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 (attached herewith). Applications will be received by Swinerton Management and Consulting, at their offices located at **Building 6, 1700 West Hillsdale Drive, San Mateo, California, 94402** by the date and time listed above.

**Requests for Clarification:** All questions and requests for clarification shall be submitted via e-mail to Swinerton Management & Consulting at the following e-mail address: [bakerj@smccd.net](mailto:bakerj@smccd.net). The final day Applicants may submit questions or a request for clarification is **October 23, 2003, at 5:00 PM**. Responses to all questions and requests for clarification will be distributed to all Prequalification Conference attendees.

**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 project.

**Mandatory Prequalification Conference:** A mandatory Prequalification conference was held on Tuesday, October 21, 2003 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 Applicants attempting to become prequalified for the advertised project.

**Requirements for Prequalification:** The District's evaluation is solely for the purpose of determining which Applicants are deemed responsible and qualified. Prequalification of Applicants 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 an Applicant 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 Applicant.

The District retains the sole discretion to determine issues of compliance and to determine whether an Applicant is responsive and responsible. The District will determine an Applicant'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. Experience on comparable projects
2. Product Information

3. Installation Information
4. Litigation and Arbitration History
5. Prevailing Wage Requirements
6. Project Personnel
7. Insurance Requirements
8. Financial Information
9. Attendance at the mandatory Prequalification conference

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

1. Omission of requested information
2. Falsification of information
3. Lack of insurability
4. Lack of Declaration under penalty of perjury of Application by a duly authorized officer of the company.
5. Lack of experience in constructing comparable projects

In addition, the submitting synthetic turf company shall, at a minimum, provide **current and correct** information that confirms that each of the responses given to the above questions. This shall include installation crew experience, comparable projects that meet the above experience requirements (location and type of field, owner name, contact name at owner's offices, and phone number), and aforementioned installation and product information.

It shall be the responsibility of the synthetic turf company to verify the accuracy of all provided information in response to this qualification document. Any inaccuracies or misrepresentations may be grounds for immediate rejection from the prequalification process.

**Prequalification:** The District will specify prequalified synthetic turf products, in its Request for Proposals from prequalified Design Build Entities (DBE's), to be issued November 10, 2003. Proposals will be due from DBE's on December 19, 2003. The District's intent is to prequalify 2-3 synthetic turf products for consideration by DBE's. The DBE will specify products only from prequalified synthetic turf companies.

**Prevailing Wage Requirements:** Applicants 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 Applicant. Copies of prevailing rates of per diem wages are available from the Department of Industrial Relations, State of California.

**Confidentiality:** Responses to the Prequalification Application 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 Applicant, and it shall be the Applicant's responsibility to defend the District in any action to compel disclosure of the Applicant's confidential information.

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

Board of Trustees  
San Mateo County Community College District

**Tom, Constantino, Vice President-Clerk**

## PREQUALIFICATION APPLICATION

Each Applicant must answer all of the following questions and provide all requested information, where applicable. Any Applicant failing to do so may be deemed to be not responsive and not responsible to this prequalification at the sole discretion of the San Mateo County Community College District. All information submitted for prequalification evaluation will be considered official information acquired in confidence, and the District will maintain its confidentiality to the extent permitted by law.

Any Applicant found to be not prequalified as a result of the answers to this Prequalification Application will receive written response from Swinerton Management and Consulting on behalf of the San Mateo County Community College District explaining the decision. If the Applicant can refute some of the facts upon which the decision was based, the Applicant can request a hearing of the Executive Director of Facilities Planning and Operations for the San Mateo County Community College District to appeal the decision. The decision of the Executive Director is final and may not be appealed within the District.

Project: Athletic Facilities Improvements: Cañada College, Redwood City, CA, College of San Mateo, San Mateo, CA, and Skyline College, San Bruno, CA.

Description: Improvements to athletic fields and ancillary facilities, including:

- Replacement of existing natural turf fields with synthetic turf
- Upgrades to existing natural turf fields
- Required drainage and irrigation improvements and utility upgrades
- Accessibility upgrades including (but not limited to) parking, path of travel, restroom, and seating improvements
- New support buildings including storage, restroom, and press boxes
- Spectator areas including bleacher seating
- infrastructure upgrades including lighting
- Data and telecommunications upgrades
- Material upgrades including fencing, netting, walkways, infield fines, landscaping, and other improvements

Consultant: Beals Sport (Feasibility Study and Scope Document)

Construction

Window: April 2004 – October 2005

Project

Managers: Cañada College, Anne Daley, Swinerton Management and Consulting  
College of San Mateo, Ellen O’Leary, Swinerton Management & Consulting  
Skyline College, Doug Henry, Swinerton Management and Consulting

Note: Submission of an incomplete and/or unclear Prequalification Submittal may result in the determination of the Applicant as NON-PREQUALIFIED.

**I. GENERAL INFORMATION**

Company/Applicant Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Company: Corporation: \_\_\_\_\_ Proprietorship: \_\_\_\_\_

Partnership: \_\_\_\_\_ Joint Venture: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

Number of years in business under company name: \_\_\_\_\_

Full names of company's owners (> 10% ownership), officers and managing employees:

\_\_\_\_\_

Has the company changed its name within the past 3 years? \_\_\_\_\_ If yes, provide former name(s): \_\_\_\_\_.

(Copy this Application and answer the questions in Sections I through XVII for each former company name; attach to the current company's Prequalification Application.)

Have there been any recent (within the last three years) changes in control/ownership of the company? \_\_\_\_\_ If yes, explain.

Name and title of person completing this Application: \_\_\_\_\_

**II. PRODUCT INFORMATION**

The submitted product components shall meet the following requirements:

**1. General:**

- a) The qualified product shall consist of an infill synthetic grass system, consisting of one product that is 2-1/2 inch tall polyethylene fiber. Does your product meet this requirement?

YES

NO

- b) The infill material shall consist of silica sand and rubber (cryogenically processed) as specified in this section. Does your product meet this requirement?

YES

NO

- c) The infill shall be filled so that there is a void of no greater than 3/4" to the top of the fiber. Does your product meet this requirement?

YES  NO

**2. Fiber:**

- a) Polyethylene fibers shall be treated with UV inhibitors and be low friction such that they eliminate abrasion. Does your product meet this requirement?

YES  NO

- b) The fiber must be minimum 8000 denier and shall be a uniform height as specified above the backing material. Does your product meet this requirement?

YES  NO

- c) The minimum gage of the tufted fiber rows shall be  $\frac{3}{4}$ " (it can be a tighter gage). Does your product meet this requirement?

YES  NO

- d) The tufted fiber weight shall be at least 33 ounces per square yard. Does your product meet this requirement?

YES  NO

**3. Carpet backing:**

- e) Consisting of at least two components (i.e. a primary and secondary backing system). Does your product meet this requirement?

YES  NO

- f) It can be woven polypropylene, latex, or urethanes, and it must be treated with UV inhibitors. Does your product meet this requirement?

YES  NO

- g) The backing shall receive polyurethane and acrylic applications during the manufacturing process. Does your product meet this requirement?

YES  NO

- h) The minimum tuft binding strength is eight (8) pounds. Does your product meet this requirement?

YES  NO

- i) The backing weight of all backing material shall be a minimum of 23 ounces per square yard. Does your product meet this requirement?

YES  NO

**4. Infill Materials:**

- a) Rubber: It shall be cryogenically processed rubber. Synthetic turf company must certify that all supplied rubber and installed for this project shall be cryogenically processed and be uniform in size and a homogeneous black color with no impurities. Does your product meet this requirement?

YES

NO

- b) Sand: It shall be rounded silica sand. No other sand will be accepted. The synthetic turf company shall certify that all supplied infill sand material shall meet these product requirements. Sand shall consist of 30-55% of the total infill material as defined by weight. The sand shall have the following gradation:

<u>Sieves (US Mesh Size)</u>	<u>% Retained</u>
16	0
25	10-30
30	30-50
35	15-35
40	5-15
50	<5
70	<1

Does your product meet this requirement?

YES

NO

### III. INSTALLATION INFORMATION

It is the goal of the District of any infill synthetic turf product that meets the above product material requirements shall also meet the qualifications in terms of built infill synthetic turf fields (defined as a field comprised of at least 50,000 square feet whose primary use is as a playing surface of a competitive field sport, such as football, soccer, baseball, etc. Golf and / or golf ranges do not count as sport fields).

1. Has the submitted synthetic turf company installed at least twelve (12) outdoor athletic turf fields (as defined above) in the United States during the past five (5) years under the submitted Company brand names which is being submitted for the qualification process?

YES

NO

2. Has the submitted synthetic turf company installed at least one million (1,000,000) square feet of outdoor infill synthetic turf shall under their above stated brand names?

YES

NO

3. Does the submitted synthetic turf company's installation crew identified for this project (documentation certifying that this crew will be used on this project for all fields is required), either in-house or subcontracted, have at least three (3) members of its crew that have installed at a minimum five (5) athletic turf fields (as defined above) in the past five (5) years?

YES  NO

4. Has the submitted synthetic turf company's installation foreman, that shall be on the project site the duration of the project, installed (and been foreman on) at least three (3) fields of the specified submitted turf brand over the past three (3) years?

YES  NO

5. Has the submitted synthetic turf company installed the submitted product trade name synthetic turf in at least one NCAA Division 1 outdoor game field (as defined above)?

YES  NO

6. Has the submitted synthetic turf company installed the submitted product trade name synthetic turf in at least one Professional Football (i.e. National Football League) Outdoor Game Field (as defined above)?

YES  NO

7. Is the product warranty a minimum of eight (8) years?

YES  NO

8. Is the product warranty bonded?

YES  NO

9. Is the warranty pro-rated?

YES  NO

10. Has the submitting synthetic turf company been involved in the installation of synthetic turf material used for athletic turf fields (as defined above) under the same submitted product trade name for the past three (3) years?

YES  NO

If the company has not been engaged in the submitted infill synthetic turf product under the same corporate ownership/company, then it shall be deemed not prequalified.

#### IV. PRODUCT LITERATURE

The synthetic turf company and/or manufacturing facility producing the infill turf (excluding the granular infill products) shall submit, in addition to this Application, product literature for all product components, including:

- Tuft fibers
- Backing materials
- All manufacturing adhesives

This literature should include laboratory test results as it pertains to all aforementioned product requirements (i.e. tuft bind, yarn denier, etc.). Applicants not providing this information shall be considered non-responsive.

## V. PROJECT EXPERIENCE

The District seeks Applicants with experience in the scope of work described in this document. Comparable projects shall include the following elements:

- Work on a site with limited designated contractor parking, limited staging areas, and restricted site access.
- Work on a site where the core mission of the enterprise is not to be interrupted.
- Construction of code compliance improvements requiring California Division of the State Architect (DSA) and State Fire marshal approvals.
- Construction adjacent to occupied, fully functional buildings and outdoor activities.
- Attainment of total project completion within prescribed schedule.
- High levels of customer service and public relations with facility users.
- Projects with a high level of complexity requiring tracking of multiple functions and phases.

Listed projects must have been managed and constructed under the on-going business enterprise submitted for prequalification. Projects completed by employees for former employers are not acceptable.

Submit the following *Project Data Sheet* for three comparable projects submitted as evidence of your company's synthetic turf installation experience.

- A. If the entity submitting this prequalification Application is a Joint Venture, the Joint Venture entity itself must demonstrate the required previous installation experience as a joint venture. Joint Venture teams newly formed to pursue this prequalification opportunity are not eligible for prequalification.
- B. Listed projects must have products installed by the business entity submitted for prequalification. Projects completed by present employees of the company for former employers are not acceptable.

**PROJECT DATA SHEET**

**RELEVANT EXPERIENCE**

(A separate sheet must be prepared for each project submitted.)

- 1. Project Name: \_\_\_\_\_
- 2. Project Location: \_\_\_\_\_
- 3. Project Description: \_\_\_\_\_
- 4. Type of Installation: \_\_\_\_\_
- 5. Synthetic Turf Area (gross sq. ft.): \_\_\_\_\_
- 6. Business name of entity, which supplied and or installed synthetic turf on this project:  
\_\_\_\_\_

- 7. How is this project comparable to the San Mateo County Community College District Project?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 8. Was the installation completed within budget?  
Cost at Bid:           \$ \_\_\_\_\_  
Cost at Completion:   \$ \_\_\_\_\_

Explanation: \_\_\_\_\_

- 9. For any differing amount between cost at completion and cost at bid, distribute the sources and/or causes of the changes into the following categories:  
Document Problems:           \$ \_\_\_\_\_  
Unforeseen Conditions:       \$ \_\_\_\_\_  
Owner Generated Scope:      \$ \_\_\_\_\_  
Regulatory Agency:           \$ \_\_\_\_\_  
Other:                            \$ \_\_\_\_\_

Explain Other: \_\_\_\_\_

- 10. Was the installation begun and completed within the last ten (10) years?  
YES                       NO

- 11. Was the installation completed within the original contract time or the adjusted contract time?  
YES                       NO

\_\_\_\_\_ Contract Time at bid date (Number of calendar days)

\_\_\_\_\_ Formally adjusted Contract Time (Number of calendar days; if not adjusted, state “Not Applicable”)

\_\_\_\_\_ Actual Elapsed Time between issuance of Notice to Proceed and date of final completion (Number of calendar days)

If completion did not occur within the Contract Time at bid date or within the formally Adjusted Contract Time, then explain the reason or reasons for the delay:

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For installations, which have not reached final completion indicate current status with respect to contract time: \_\_\_\_\_

12. Did the project include actively used athletic facilities adjacent to the project?

YES  NO

13. What communications strategies were used by your company to assist the project team in mitigating the impacts of construction on the adjacent occupied facilities? \_\_\_\_\_

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14. Did the project include restricted site access?

YES  NO

What measures were taken to mitigate the restrictive conditions?

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15. What strategic decisions did your company contribute to the installation which supported the project’s success (e.g., value engineering, phasing, innovation, new technology, etc.)?

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16. Did the installation include adherence to critical path scheduling?

YES  NO

17. What strategies did your company use to adjust and/or correct for non-Owner generated slippage in the critical path schedule?

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18. Did the installation include elements requiring craftsmanship and workmanship?

YES

NO

19. How did your company manage the quality of workmanship on the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Did the project include California Division of State Architect Compliance review and approval?

YES

NO

21. Did the Owner assess any back-charges?

YES

NO

If answer is yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. Did the Owner assess any liquidated damages?

YES

NO

If answer is yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Describe the company's claim-avoidance strategy and/or philosophy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. Name of Installation Foreman: \_\_\_\_\_

Qualifications of this Installation Foreman: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Installation Crew: \_\_\_\_\_

Qualifications of this Installation Crew: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

26. Did your company self-perform any of the work?

YES

NO

If yes, please specify the trades you self-performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

27. Project's Owner Information

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

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

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

28. Architect/Engineer/

Consultant: \_\_\_\_\_

Architect/Engineer

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

Architect/Engineer

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

29. General Contractor: \_\_\_\_\_

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

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

*(Attach additional pages with other pertinent project information as necessary.)*

**VI. CURRENT PROJECTS FOR THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, AND FOR OTHER COMMUNITY COLLEGE DISTRICTS IN THE STATE OF CALIFORNIA**

Submit the following *Current Projects for The San Mateo County Community College District, the Regents of the University of California, the Trustees of the California State University, and for other Community College Districts in the State of California Project Data Sheets* for each current project (regardless of project delivery strategy) between your company and The San Mateo County Community College District, The Regents of the University of California, The Trustees of the California State University, and for other Community College Districts in the State of California.

**If none, indicate NONE (do not leave blank).**

CURRENT PROJECTS FOR THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT,  
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE TRUSTEES OF THE CALIFORNIA  
STATE UNIVERSITY, AND FOR OTHER COMMUNITY COLLEGE DISTRICTS in the STATE OF  
CALIFORNIA

**PROJECT DATA SHEET**

(A separate sheet must be prepared for each project submitted.)

1. Project Name: \_\_\_\_\_
2. Project Location (which campus?): \_\_\_\_\_
3. Type of Facility (circle one):  
University/College Campus                      Community College                      Other
4. Project Delivery Method (e.g., Lump Sum, Design Build, Guaranteed Maximum Price, etc.):  
\_\_\_\_\_
5. Project Description: \_\_\_\_\_  
\_\_\_\_\_
6. Installation Type: \_\_\_\_\_
7. Synthetic Turf Area (gross sq. ft.): \_\_\_\_\_
8. Business name of entity that is performing this project:  
\_\_\_\_\_
9. Percent Complete: \_\_\_\_\_
10. Description of Applicant's Performance on Project Thus Far:
  - a. Completion Date at Notice to Proceed: \_\_\_\_\_
  - b. Current Estimated Completion Date: \_\_\_\_\_
  - c. Construction Cost at Bid: \_\_\_\_\_
  - d. Current Contract Amount: \_\_\_\_\_
11. For any differing amount between cost to date and cost at bid, distribute the sources and/or causes of these changes into the following categories:

Document Problems:	\$ _____
Unforeseen Conditions:	\$ _____
Owner Generated Scope:	\$ _____
Regulatory Agency:	\$ _____
Other:	\$ _____

12. If the entity submitting this Prequalification Application is a Joint Venture, is the Joint Venture entity itself performing this project?

YES

NO

N/A

10. Project Owner's Information

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

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

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

Architect/Engineer/  
Consultant: \_\_\_\_\_

Architect/Engineer

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

Architect/Engineer

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

General Contractor: \_\_\_\_\_

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

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

*(Attach additional pages with other pertinent project information as necessary.)*

**VII. PAST PROJECTS FOR THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, AND FOR OTHER COMMUNITY COLLEGE DISTRICTS IN THE STATE OF CALIFORNIA.**

Submit the following *Past Projects for the San Mateo County Community College District, The Regents of the University of California, the Trustees of the California State University, and for other Community College Districts in the State of California Project Data Sheets* for each past project (regardless of project contracting method) between your company and the San Mateo County Community College District, The Regents of the University of California, The Trustees of the California State University, and for other Community College Districts in the State of California for the last ten (10) years. If the Project has been previously submitted in response to question # 6, indicate “same” after Project Name entry.

**If none, indicate NONE (do not leave blank).**

PAST PROJECTS FOR THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, AND FOR OTHER COMMUNITY COLLEGE DISTRICTS IN THE STATE OF CALIFORNIA

**PROJECT DATA SHEET**

(A separate sheet must be prepared for each project submitted.)

1. Project Name: \_\_\_\_\_

2. Project Location (which campus?): \_\_\_\_\_

3. Type of Facility (circle one):

University/College Campus

Community College

Other

4. Project Delivery Method (e.g., Lump Sum, Design Build, Guaranteed Maximum Price, etc.):

\_\_\_\_\_

5. Project Description: \_\_\_\_\_

\_\_\_\_\_

6. Installation Type: \_\_\_\_\_

7. Synthetic Turf Area (gross sq. ft.): \_\_\_\_\_

8. Business name of entity that performed this project:

\_\_\_\_\_

9. Was the project completed within budget?

Cost at Bid: \$ \_\_\_\_\_

Cost at Completion: \$ \_\_\_\_\_

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. For any differing amount between cost at completion and cost at bid, distribute the sources and/or causes of these changes into the following categories:

Document Problems: \$ \_\_\_\_\_

Unforeseen Conditions: \$ \_\_\_\_\_

Owner Generated Scope: \$ \_\_\_\_\_

Regulatory Agency: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

11. Year project was completed: \_\_\_\_\_

12. Was the project completed within the original contract time or the adjusted contract time?

YES

NO

If completion did not occur within the original or the adjusted contract time, indicate elapsed time in whole calendar days between original or adjusted contract time and actual final completion:

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13. Did the Owner assess any back-charges?

YES

NO

If the answer is yes, explain: \_\_\_\_\_

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14. Did the Owner assess any liquidated damages?

YES

NO

If the answer is yes, explain: \_\_\_\_\_

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15. Were any claims filed on the project?

YES

NO

16. If claims were filed on the project, please provide the following details for *each* claim:

a. Dollar Amount of Initial Claim: \_\_\_\_\_

b. Source of Claim (e.g., sub, etc.): \_\_\_\_\_

c. Method of resolution (e.g., negotiation, mediation, arbitration, litigation): \_\_\_\_\_

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17. Name of Installation Foreman: \_\_\_\_\_

Qualifications of Installation Foreman: \_\_\_\_\_

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18. Installation Crew: \_\_\_\_\_  
\_\_\_\_\_

Qualifications of Installation Crew: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Project Owner's Information

Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

20. Architect/Engineer/  
Consultant:

Architect/Engineer \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Architect/Engineer \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

21. General Contractor:

\_\_\_\_\_

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

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

*(Attach additional pages with other pertinent project information as necessary.)*

**VIII. LITIGATION AND ARBITRATION HISTORY**

Other than those projects previously listed in response to Section V, list all installations within the last (10) years in which claims were made against your company, or claims you made against an Owner or General Contractor, resulting in litigation, arbitration, mediation or settlement (attach additional sheets, if necessary). Separately list all **CURRENT AND/OR /PENDING** disputes:

- Pursued via mediation, arbitration, or litigation
- Initiated within the last ten (10) years
- In which additional compensation is sought
- Where alleged breach of contract is alleged
- Indemnity is sought
- Between your company (or any principal of your company) and any Owner

**If none, indicate “none”. Do not leave blank.**

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

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

Date Completed: \_\_\_\_\_

Initial Contract Value: \_\_\_\_\_

Final Contract Value: \_\_\_\_\_

Amount of Claim: \_\_\_\_\_

Brief overview of the claim and final resolution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IX. DISQUALIFICATION**

A. Has your company been disqualified from performing work for the District?

\_\_\_\_\_

If yes, provide the project name(s). If none, indicate “none”. Do not leave blank.

\_\_\_\_\_

- B. Has your company been disqualified or barred from performing work for a public entity other than the District? If yes, provide the following information for each occurrence. If none, indicate "none". Do not leave blank.

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

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

Reason for Disqualification: \_\_\_\_\_

Contact Person  
(Name and telephone number): \_\_\_\_\_

**X. COMPLIANCE WITH STATUTORY REQUIREMENTS AND SAFETY**

- A. Has there been an inquiry or charge by the U.S. Department of Labor, Division of Industrial Relations against your company within the past five (5) years? \_\_\_\_\_  
If yes, provide the following information. If none, indicate "none". Do not leave blank.

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

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

Date of Inquiry/Violation Date: \_\_\_\_\_

Description of the  
Inquiry/Violation: \_\_\_\_\_

Current Status  
and/or Resolution: \_\_\_\_\_

- B. Does your company have any outstanding judgments, demands or liens resulting from violations of the California Labor Code, California Business and Professions Code or State Licensing laws? \_\_\_\_\_ If yes, identify judgment, demand or lien and its status. If none, indicate "none". Do not leave blank.

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

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

Date of Inquiry/Violation Date: \_\_\_\_\_

Description of the  
Inquiry/Violation: \_\_\_\_\_

Current Status  
and/or Resolution: \_\_\_\_\_

- C. Is your company 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? \_\_\_\_\_ If yes, provide the following information. If none, indicate “none”, do not leave blank.

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

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

Date of Inquiry/Violation Date: \_\_\_\_\_

Description of the Inquiry/Violation: \_\_\_\_\_

Current Status and/or Resolution: \_\_\_\_\_

- D. Has your company been cited for OSHA violations within the past five (5) years? \_\_\_\_\_ If yes, provide the following:

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

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

Date of Inquiry/Violation Date: \_\_\_\_\_

Description of the Inquiry/Violation: \_\_\_\_\_

Current Status and/or Resolution: \_\_\_\_\_

- E. **Attach copy of your company’s EMR verification from the State of California or from your insurance company.**

**XI. PROJECT PERSONNEL**

Employees listed will be considered qualified only if they have each successfully completed at least three (3) comparable projects within the last ten (10) years, each with a project scope comparable to, or in excess of, the District’s project.

At the time of Award to Design/Build Entity, the Applicant 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 company at the time the project starts, or are otherwise unavailable, the company’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.

**A. Installation Foreman**

Complete the following section for each proposed Installation Foreman:

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

Years with the company: \_\_\_\_\_

Licenses held: \_\_\_\_\_

Years of experience on projects with university, college, community college, schools or other public entities: \_\_\_\_\_

The Installation Foreman named above was assigned to and responsible for the following comparable projects:

Project	Construction Cost
1. _____	_____
2. _____	_____
3. _____	_____

Provide a completed PROJECT DATA SHEET for any of the projects listed above that were not previously listed/completed in response to other sections of this Prequalification document.

**B. Installation Crew**

Complete the following section for each proposed Installation Crew Member:

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

Years with the company: \_\_\_\_\_

Licenses held: \_\_\_\_\_

Years of experience on projects with university, college, community college, schools or other public entities: \_\_\_\_\_

The Installation Crew Member named above was assigned to and responsible for the following comparable projects:

Project	Construction Cost
1. _____	_____

- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**XII. INSURANCE REQUIREMENTS**

Applicants 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.

Applicants shall submit the below form, signed by representative of insurer and notarized. If company 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.

- A. Is the insurer to be used listed by Best with a rating of A- or better, and a financial classification of IX or better (or an equivalent rating by Standard & Poor or Moody's)?

YES  NO

Indicate Best Rating: \_\_\_\_\_

Indicate Best Financial Classification: \_\_\_\_\_  
(or provide Standard & Poor or Moody's rating)

- B. Is the Applicant 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 Aggregate Injury	\$1,000,000
General Aggregate - Not Applicable to Comprehensive Form	\$5,000,000
 <u>Business Automobile Liability Insurance - Limits of Liability</u>	
Each Accident - Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000

C. How long has the Applicant been with this insurer?

Number of Years: \_\_\_\_\_

D. If the entity submitting this prequalification Application 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

E. 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])

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Facsimile Number)

\_\_\_\_\_  
(Email Address)

***(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)***

**XIII. BONDING INFORMATION**

Applicants 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.

Applicant shall submit the below form, signed by representative of surety and notarized. If company 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.

A. Is the surety to be used listed in the latest published State of California Department of Insurance list of *Insurance Organizations Authorized by the Insurance Commissioner to Transact Business of Insurance in the State of California*?

YES  NO

B. Is the Applicant able to obtain bonding up to and including an amount equal to the estimated construction cost?

YES  NO

C. Is it true that the surety has *not* paid out any monies for the construction activities of the Applicant whatsoever within the last five (5) years?

YES  NO

If answer is no, explain on attached additional sheets.

D. How long has the Applicant been with this surety?

Number of Years: \_\_\_\_\_

E. If the entity submitting this prequalification Application is a Joint Venture or partnership, has any surety paid out any monies on claims on the performance bond issued by a surety for the benefit of the Owner arising out of the construction activities of any member of the Joint Venture or partnership within the last ten (10) years?

YES  NO  N/A

F. 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 [Surety Name])

---

(Company Name)

---

(Address)

---

(City, State, Zip Code)

---

(Telephone Number)

---

(Facsimile Number)

---

(Email Address)

***(ATTACH NOTARIZATION OF SURETY REPRESENTATIVE'S SIGNATURE)***

**XIV. FINANCIAL INFORMATION**

- A. Companies seeking to Prequalify for projects must submit average annual revenue information over the last five (5) consecutive years. For purposes of this Prequalification Application, “business construction revenue” is defined as payments to Applicant from Owners for installation, excluding any and all legal awards.

1998 Annual Revenue \_\_\_\_\_  
1999 Annual Revenue \_\_\_\_\_  
2000 Annual Revenue \_\_\_\_\_  
2001 Annual Revenue \_\_\_\_\_  
2002 Annual Revenue \_\_\_\_\_  
  
Avg. over the past 5 years \_\_\_\_\_

- B. What was the largest amount of work completed in one year by the company?

Year: \_\_\_\_\_  
Total Dollar Amount: \_\_\_\_\_  
Number of Projects: \_\_\_\_\_  
Largest Project Amount: \_\_\_\_\_

- C. Has your company or affiliated entity ever declared bankruptcy or been in receivership?

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

- D. Attach a copy of your current reviewed or audited financial statement. The date on the statement must be within the last twelve months.**

**XV. ADDITIONAL REQUIREMENTS**

The following items (XIII.A. and XIII.B) are listed for information purposes only. These items will not be included in the analysis of prequalification documents.

- A. If successfully prequalified, the Applicant may be required to submit certain specific documents to the Owner and/or Owner’s Representative in electronic format. Indicate computer programs currently used by your company:

	<u>Owner Standard</u>	<u>Your Company</u>
Word processing (e.g., letters, memos, etc.)	Microsoft Word	_____

Cost Analysis, Payments, Field Orders, Change Orders, etc.	Microsoft Excel	_____
Project Scheduling	Primavera	_____
Computer-aided Drafting	AutoCad 2000	_____
Project Management	Prolog	_____
Email	Outlook	_____
Web Browser	Internet Explorer	_____

B. If successfully prequalified, the Applicant is required to use electronic mail (email).  
Does your company currently use email?

YES

NO

**XVI. ATTENDANCE AT MANDATORY PREQUALIFICATION CONFERENCE**

Did a representative of your company attend the Mandatory Prequalification Conference conducted on **Tuesday, October 21, 2003, at 10:00 a.m. in the Conference Room, Swinerton Management & Consulting, Building 6, 1700 West Hillsdale Blvd., San Mateo, CA?**

YES

NO

**XVII. 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 Company executed this Declaration.

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

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title