



**REQUEST FOR QUALIFICATIONS (RFQ)
PREQUALIFIED SERVICE PROVIDERS
DISTRICTWIDE**

Procurement Number:

[11-01-2016-RFQ – General and Specialty Contractors]

**STATEMENTS OF QUALIFICATIONS ARE DUE BEFORE:
Friday, December 9, 2016 at 5:00PM**

SUBMIT TO:

<https://www.planetbids.com/portal/portal.cfm?companyID=29414>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ)

PREQUALIFIED SERVICE PROVIDERS

DISTRICT-WIDE

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1.0 INVITATION TO SUBMIT QUALIFICATIONS

The San Bernardino Community College District (“SBCCD,” “District”) seeks to establish a District-Wide Prequalification Program to: (1) reach out to and establish well qualified pools of contractors and subcontractors who will perform District projects; (2) permit enrollment in such pre-qualified pools on a regular/ongoing basis; and (3) develop and implement prequalification processes and procedures which are designed to be inclusive of the residents, Local Businesses, and contractors living in, and/or who have business located in, close proximity to the projects being constructed and then within the District’s boundaries. Consistent with the District’s Business Policy, and for this Prequalification Program, “Local Business” shall mean a business serving as a contractor and/or subcontractor that has its principal headquarters or permanently staffed regional office located within the District or the Inland Empire, and that has held a business license with one of the cities within the Inland Empire for a minimum of three months. The District’s Authorized Representative for conducting this Request for Qualifications (“RFQ”) and for administering and enforcing the contracts awarded by the District’s Board of Trustees pursuant to this procurement process is Kitchell/BRJ & Associates.

The District invites General and Specialty Contractors to submit online through Planet Bids at <https://www.planetbids.com/portal/portal.cfm?CompanyID=29414> . Once on SBCCD’s page click on Vendor Registration and complete the questions in each of the tabs. From there go to the prequalification tab and complete the questions for the purpose of prequalifying, based on public contracting experience and other designated criteria, and entering into Master Service Agreements with the District. After receiving a Master Services Agreement, those prequalified contractors may, from time to time then receive Requests and Advertisements for Bids for projects within their prequalified license category(ies) for a variety of District-Wide Projects. Such projects are expected to range from above \$175,000.00 per project and up to \$3,000,000.00 per project. Prequalified contractors will be categorized in accordance with the license classifications set for under the Classifications/Licenses Tab.

Any person or entity wishing to be considered for prequalification (“Applicant”) must complete the Vendor Registration and all Tabs and the Prequalification Tab and submit the other required information, in accordance with the instructions set forth in the Prequalification General Questionnaire and in this RFQ document. Applicants must upload their Statements of Qualifications (“SOQ’s), as further instructed below:

By this RFQ, the District hereby extends an invitation to submit Statements of Qualifications (“SOQs”) as set forth below. All information submitted to the District shall become the property of the District. Financial information submitted will not be disclosed without notice to the affected Applicant. There are no expressed or implied obligations for the District to reimburse responding firms for any expense incurred in preparing an SOQ in response to this RFQ. The District reserves the right to reject any or all of the submitted SOQs at any time if it deems doing so to be in its own best interests. The total number of Applicants that receive Prequalified status may be modified by the District at any time, if it determines it is in its own best interest to do so.

Note:

While not applicable for this RFQ portion of the procurement, the following is applicable to any and all Request for Bids/Proposals (“RFP’s”) that may follow given the enactment of the new law commonly referred to as SB 854. Contractors and Subcontractors, of every Tier, shall be registered with the Department of Industrial Relations pursuant to Labor Code §§ 1725.5 and 1771.1 for the duration of time that the Contractor is performing the Work under

the Contract Documents. Neither Contractor, nor any Subcontractor, shall be qualified to submit a Bid/Proposal, or be listed in a Bid/Proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of Work under the Contract Documents unless currently registered and qualified to perform public work pursuant to Section Labor Code §1725.5. Contractor shall not enter into any subcontract without proof of the potential Subcontractor's registration. If an unregistered Contractor submits a proposal, the District will deem such proposal non-responsive. If any unregistered Contractor or unregistered Subcontractor performs Work on this Project at any time, the District has the right to cancel the Contract for cause.

2.0 BACKGROUND INFORMATION - PRE-QUALIFICATION PROGRAM

The Prequalification Program is designed to develop prequalified pools of general contractors (A and/or B licenses) and prequalified pools of some 38 subcontractor license classifications. Contractors and subcontractors can prequalify in more than one prequalified pool/category, depending upon its/their experience, skill, licensing, and other relevant factors set forth in the Prequalification Questionnaire (**attachment 1 to this RFQ**). The Prequalification Questionnaire uses a Uniform Rating System that is set forth in the Questionnaire. Those contractors and subcontractors prequalifying for a Category or Categories will then enter into a Master Services Agreement with the District (**see Sample Master Services Agreement which is Attachment 11 to this RFQ**).

As projects come up District-Wide, those pre-qualified contractors and subcontractors, as applicable, who hold Master Services Agreements in the relevant Category for a project will be issued an advertisement and Request for Bids/Proposals and Services for each specific project. The successful bidder/proposer will then be issued a Task Order for the project. The fact that a contractor and/or subcontractor may hold a Master Services Agreement is a not a guarantee that they will receive work, that will depend upon the District's project needs and the contractor and/or subcontractor submitting a winning bid/proposal in response to a Request for Bids/Proposals and Services issued by the District. There is no limit to how many Task Orders a contractor and/or subcontractor can receive.

The Prequalification status is good for twelve (12) months from the date of the District notifying a contractor and/or subcontractor that it has received Prequalification status. Contractors and subcontractors will be required to successfully renew their Prequalification status with the District on a twelve (12) month rolling basis or their Master Services Agreement will be terminated.

After this initial Request for Qualifications, the District will from time to time re-issue the same and/or similar Request for Qualifications and add to the prequalified pools of contractors and subcontractors. Additionally, any contractor and/or subcontractor interested in trying to pre-qualify can submit online through Planet Bids at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=29414>

The fact that a contractor and/or subcontractor achieves pre-qualification status will not prevent the District from considering after acquired information which may cause such status to be revoked.

3.0 TENTATIVE PREQUALIFICATION SCHEDULE

The tentative milestone schedule for the tender of this prequalification process is as follows:

1st Advertisement for Request for Qualifications (“RFQ”)	11/01/2016
2nd Advertisement for RFQ	11/08/2016
RFQ Issuance Utilizing Planetbids	11/01/2016
Pre-Submittal Conference(s):	11/10/2016 & 11/18/2016
Deadline for RFQ Requests for Clarifications:	11/23/16
Answer posted	12/02/2016
Deadline for Submission of SOQ’s:	12/09/2016
Notification of Pre-Qualified Applicants	12/23/2016

4.0 SCOPE OF WORK AND SERVICES REQUIRED

The District intends to prequalify Applicants in the license Categories listed below to perform general and specialty construction services for Projects valued between \$175,000.00 and \$3,000,000.00 from throughout the District. Further descriptions of these Categories are found in Attachment 10 to this RFQ.

Group #	LICENSE	CLASSIFICATION
1	B	General Building Contractor
2	B	General Contractor with ADA Specific Experience
3	A	General Engineering Contractor
4	A	Underground (U/G) Investigation
5	QSP Certificate	State Licensed Contractor. Qualified SWPPP Developer (QSD). Qualified SWPPP Practitioner (QSP). (General Contractor with Specific Storm Water Project Experience)
6	C-20	Warm-Air Heating, Ventilating and Air Conditioning
7	C-21	Building Moving/Demolition
8	C-10	Electrical
9	C-12	Earthwork and Paving
10	C-7	Low Voltage Systems
11	C-36	Plumbing
12	C-2	Insulation and Acoustical
13	C-4	Boiler, Hot Water Heating, and Steam Fitting
14	C-16	Fire Protection
15	C-27	Landscaping
16	C-5	Framing and Rough Carpentry
17	C-8	Concrete
18	C-9	Drywall

Group #	LICENSE	CLASSIFICATION
19	C-13	Fencing
20	C-22	Asbestos Abatement
21	C-33	Painting and Decorating
22	C-11	Elevator
23	C-31	Construction Zone Traffic Control
24	C-35	Lathing and Plastering
25	HAZ	Hazardous Substance Removal
26	D-49	Tree Service
27	D-50	Suspended Ceilings
28	D-62	Air and Water Balancing
29	C-45	Sign
30	C-28	Lock and Security Equipment
31	C-32	Parking and Highway Improvement
32	C-39	Roofing
33	C-42	Sanitation System
34	C-46	Solar
35	C-53	Swimming Pool
36	D-16	Hardware, Locks and Safes
37	D-41	Siding and Decking
38	D-35	Pool and Spa Maintenance
39	D-28	Doors, Gates and Activating Devices
40	C-15	Flooring and Floor Covering
41	As required by law	Trucking, Hauling and transporting – Non-Hazardous Materials

5.0 SELECTION PROCESS

The District is inviting General and Specialty Contractors to submit an online Prequalification Questionnaire through Planet Bids at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=29414>

The actual Prequalification Questionnaire is included on Planet Bids as Attachment 1 for your review only. Only the information submitted on Planet Bids will be reviewed for qualification in order to become prequalified, enter into a Master Services Agreement with the District, and thereafter to submit bids for a variety of District-wide projects as such projects occur. To become prequalified, Applicants must achieve a minimum passing score on the questions as answered on Planet Bids and reflected on the Questionnaire as explained therein. The Prequalification Questionnaire (which is included for your review only) sets forth the criteria that must be met to achieve Prequalification status and is incorporated herein as if set forth at length here. See, also, section 6.4.4 below. Applicants who prequalify will receive Master Services Agreements with the District and be placed on a list of prequalified contractors.

As SOQ's are received, the District reserves the right to identify first those Applicants that prequalify in those License Categories where the District may have the immediate need to procure a project(s). Other SOQ's will be evaluated as expeditiously as possible thereafter as is in the best interests of the District.

6.0 INFORMATION AND INSTRUCTIONS REGARDING THE RFQ PROCESS

6.1 Prequalification

The Pre-Qualification Tab, which contains ten (10) sections which must be completed and attachments which must be uploaded, **as part of your response to the RFQ**. If the Applicant consists of more than a single entity, a separate Questionnaire must be completed by each entity.

To complete the online Pre-Qualification Tab, follow the instructions set forth in this RFQ. Additional instructions are also set forth in Attachment 1 which is uploaded on Planet Bids for you to download and review. **It is very important that the Applicant follow the instructions set forth in this RFQ and in Attachment 1, Prequalification Questionnaire.**

The SOQ evaluation process, which includes the District's Uniform System of Rating Applicants, will identify a group of highest-ranked Applicants ("Pre-Qualified") who will receive Master Service Agreements and be placed on a list of contractors qualified to receive future Requests for Proposals. Qualifications are an important part of the scoring for all future procurements.

6.2 Preparing and Submitting a Statement of Qualifications ("SOQ")

SOQs, along with all applicable documents, must be uploaded online with Planet Bid. **To include financial information.**

ALL Vendor Profile Tabs, the Prequalification Tab, Attachments and Statements of Qualification (SOQs) MUST BE COMPLETED AND UPLOADED BEFORE:FRIDAY, DECEMBER 09, 2016 at 5:00PM

Any changes to the Request for Pre-Qualification process will be issued as an Addendum on Planet Bids which the applicant is responsible for checking on Planet Bids for any such Addendum.

Any SOQ received after the specified deadline will not be considered. Faxed SOQs will not be accepted. The District will evaluate the SOQs in accordance with the selection criteria specified in Attachment 1, Prequalification Questionnaire.

6.3 Preparing Your Statement of Qualifications ("SOQ")

The hard copies of the SOQ must be uploaded on Planet Bids in your file for Firm/Project Experience.

The SOQ should provide a straightforward, concise description of how the Applicant will meet the requirements of the RFQ. Emphasis should be on the quality, completeness, clarity of content, and responsiveness to the requirements.

The SOQ shall be limited to the following components, as further described in Section 6.4, below.

- Cover Page
- Cover Letter/Letter of Interest
- Firm/Project Experience as outlined in the Prequalification Tab on Planet Bids, including all required documents

- Additional Documents – Attachments 2, 3, 4, 5, 6, 7, and 8.
- Financial Information per the instructions on Planet Bids Prequalification Tab “Financials”.

6.4 Contents of the SOQ

6.4.1 Cover Page

Create a Cover Page that states:

**PREQUALIFIED SERVICE PROVIDERS DISTRICT-WIDE
STATEMENT OF QUALIFICATIONS
[INSERT YOUR FIRM NAME]
PROCUREMENT NUMBER: [11-01-2016-RFQ GENERAL AND SPECIALTY
CONTRACTORS]**

Immediately below the Procurement Number, provide your firm’s Total Bonding Capacity and Current Per Project Bonding Capacity, as follows:

TOTAL BONDING CAPACITY: \$ _____
CURRENT PER-PROJECT BONDING CAPACITY: \$ _____

Immediately below your Total Bonding Capacity and Current Per-Project Bonding Capacity, provide the license category(ies) that Applicant is submitting for prequalification. State the license category alpha/numeric identifier and description as shown in the following examples:

License Category: B General Contractor or C-10 Electrical

6.4.2 Cover Letter/Letter of Interest

Immediately following the Cover Page, create a Cover Letter/Letter of Interest of no more than two (2) pages. It must be signed by a representative(s) of the Applicant with authorization to bind the Applicant. The letter should include the name, address, telephone number, email address, and fax number of the Applicant’s point(s) of contact.

6.4.3 Prequalification Questionnaire – Attachment “1” to the RFQ

While Attachment “1” is uploaded on Planet Bids for your review only. It is very important that you respond fully and completely to all questions and requirements in Planet Bids Vendor Profile, including your inclusion of all required pages. **Make sure that all required documents are uploaded for inclusion in your SOQ.**

Section 2. General Information About Applicant. This section is not scored, but it must be fully completed on Planet Bids. *The information for this Section 2 on Planet Bids can be found under New Vendor Registration Tabs: Company Info; Additional Addresses; Other Business Info; Category/Description; and Prequalification (Sections: Other Info., Owners, and General Questionnaire #19).*

Section 3. Essential Requirements for Qualification. This section is pass/fail, as described in this section in Attachment 1. **Applicant must pass Section 3 in order to be further evaluated.**

The information for this Section 3 on Planet Bids can be found under New Vendor Registration Tabs: Classifications/Licenses and Prequalification (Sections: Bonding Info.; EMR Rating; and General Questionnaire #'s 1,2,3,4,5,6,7,8,13,16,17,18, 20 and 25).

Section 4. General Qualifications. This section is scored on a point system, as fully explained in this section in Attachment 1. **An Applicant must score a minimum of 105 points out of the maximum 155 points possible in order to be further evaluated.** *The information for this Section 4 on Planet Bids can be found under New Vendor Registration Tabs: Other Business Info and Prequalification (Sections: Fiscal Year Information; Bonding Information; Safety Questionnaire; and Attachments (Financials) (Bonding) (Sureties) and General Questionnaire #'s 9,10,11,14,15,17,18,23,31, and 32).*

Section 5. Specific Qualifications. This section is scored on a point system, as fully explained in this section in Attachment 1. **An Applicant must score a minimum of 160 points out of the 305 points possible in order to successfully prequalify.**

IMPORTANT NOTE: IF APPLICANT IS APPLYING FOR MORE THAN ONE (1) LICENSE CATEGORY, A SEPARATE SECTION 5 MUST BE COMPLETED FOR EACH CATEGORY ANY LICENSE BEYOND THE FIRST ONE WILL NEED TO BE COMPLETED SEPERATELY AND SUBMITTED ONLINE AS A PDF BY UPLOADING IT (THEM) WITH YOUR FIRM/PROJECT EXPERIENCE. PLEASE NOTE THE PAGE LIMIT NOTATIONS IN SECTION 5 OF ATTACHMENT 1.

6.4.5 Additional Documents to be Submitted with SOQ

The following documents are uploaded on Planet Bids under this Procurement Number for you to download. **They are required forms, and must be completed, signed, and submitted/uploaded as part of your SOQ.**

6.4.5.1 Acknowledgement of Addenda Form - “Attachment 2”

The Acknowledgement of Addenda Form must be filled in accordance with the instructions and signed by the Applicant’s authorized individual.

6.4.5.2 Conflict of Interest Form - “Attachment 3”

The Conflict of Interest Certification Form must be filled out in accordance with the instructions and signed by the Applicant’s authorized individual.

6.4.5.3 Non-Collusion Declaration Form - “Attachment 4”

The Non-Collusion Declaration Form must be filled out in accordance with the instructions and signed by the Applicant’s authorized individual.

6.4.5.4 Non-Discrimination Declaration Form - “Attachment 5”

The Non-Discrimination Declaration Form must be filled out in accordance with the instructions and signed by the Applicant’s authorized individual.

6.4.5.5 Authority to Release Information Form - “Attachment 6”

The Authority to Release Information Form must be filled out in accordance with the instructions

and signed by the Applicant's authorized individual.

6.4.5.6 Confidentiality Agreement Form - "Attachment 7"

The Confidentiality Agreement Form must be filled out in accordance with the instructions and signed by the Applicant's authorized individual.

6.4.5.7 Applicant Representations and Certification Form - "Attachment 8"

The Applicant Representations and Certification Form must be filled out in accordance with the instructions and signed by the Applicant's authorized individual.

NOTE: The SOQ Responsiveness Check List ("Attachment 9") is included in the RFQ, but is provided solely as a courtesy by the District to assist Applicants in making sure that they are submitting all required documents. Attachment 9 is not to be turned in as part of the SOQ.

6.5 Financial Information

The Prequalification Questionnaire – "Attachment 1" to the RFQ, Section 4. General Qualifications, Item 4.1, requires that the Applicant submit three (3) years of its most recent income tax returns (only the relevant portions, showing income and loss). These are also due by the SOQ due date. ***They must be uploaded in a file on Planet Bids as an attachment under Financials.***

Applicant is instructed to submit/upload its financial information – one (1) copy only.

On the cover page for the financial information, write the following:

**FINANCIAL INFORMATION
PREQUALIFIED SERVICE PROVIDERS DISTRICT-WIDE
PROCUREMENT NUMBER: [11-01-2016-RFQ GENERAL AND SPECIALTY
CONTRACTORS]
[INSERT YOUR FIRM NAME]**

CONFIDENTIAL

Financial information received after the SOQ deadline may not be considered. Faxed financial information will not be accepted. The District will evaluate the financial information in accordance with the selection criteria specified in the Prequalification Questionnaire – "Attachment 1" to the RFQ.

6.6 Applicant Request for Clarification (RFC) Deadline For RFC

All Requests for Clarification (RFC), including all questions and issues regarding the RFQ process, requirements, criteria, and other information, must be made in writing on Planet Bids Website by Wednesday, November 23, 2016.

Any responses to RFC's and/or changes to the Request for Pre-Qualification process will be issued only via written Addendum which shall be posted on Planet Bids as an

Addendum. *It is the Applicants responsibility to check Planet Bids for any Addendum to this RFQ.*

No other responses or changes are authorized.

It is the responsibility of the Applicant to ensure that the District has the correct name, address, phone number, and e-mail address of Applicant's contact person(s).

6.7 Optional Pre-SOQ Submission Conference and Workshops

Applicant is directed to Section 3.0 Tentative Prequalification Schedule for the date and time of the Optional Pre-SOQ Conference(s), which will be held at:

[Crafton Hills College – Kitchell/BRJ Conference Room 3 (11715 Sand Canyon Road, Yucaipa, CA 92399) Thursday, November 10, 2016 at 1:00PM & Friday, November 18, 2016 at 1:00PM]

Attendance at the Pre-SOQ Submission Conference and Workshops is optional. However, all Applicants are STRONGLY ENCOURAGED to attend the Conference and one of the Workshops, since these events communicate valuable information and are an important opportunity for Applicants to ask questions.

7.0 ADDITIONAL TERMS AND CONDITIONS OF THE RFQ PROCESS

7.1 District Rights

The District expressly reserves the unqualified right to undertake any of the following, if advantageous to the District:

1. Accept or reject any or all of the submitted SOQs; waive or decline to waive any and all defects as to form, content, informalities, technical inconsistencies and/or irregularities in any SOQ or the RFQ process and/or pre-qualify first, and/or in an order of priority, that is in the best interests of the District;
2. Terminate the RFQ process at any time;
3. Modify and/or suspend any and all aspects of the RFQ;
4. Reissue the RFQ;
5. Extend the timeframe for submission of the SOQs by notification to the parties known to District to have received a copy of the RFQ;
6. Accept amendments (if requested by the District) to an SOQ after expiration of the deadline for receipt of same;
7. Request clarification of information submitted, or request additional information, from any or all submitting Applicants; and
8. Hold all SOQs for a period of ninety (90) days after the deadline for receipt of SOQs.
9. The SOQs submitted in response to the RFQ will become the property of the District and may be used by the District in any way it deems appropriate.

10. Although the information submitted in Applicants' SOQs will become public record after the list of successfully prequalified Applicants has been determined and publicly announced, the financial information submitted by Applicants will remain confidential and not disclosed in response to any Public Record Act Request or similar request for information, unless required by law, ordered by a Court, or until after notice to an Applicant. District will use these documents as part of the basis of rating Applicants for the Project.
11. District reserves the right to verify and check information submitted from all other sources available to District. District's decision will be based on objective evaluation criteria as set forth in the Evaluation Criteria that accompany this RFQ ("Attachment 1"). Acceptance of any SOQ will take into consideration the reliability of the Applicant, past documented performance of the Applicant, and all of its proposed officers, directors, employees, team members and sub consultants, and the appropriateness of the information provided. The District will, in the exercise of its discretion, be the sole judge in the determination of the quality and appropriateness of an SOQ. The District's decision will be final.
12. All costs for preparation, submission and/or delivery incurred in connection with the RFQ are the sole responsibility of the Applicant and will not be paid by the District. The District will not be liable for any costs incurred in the preparation of an SOQ or incidental to the preparation and presentation of qualifications either orally or in writing. Any costs incurred in the preparation of the SOQ, in the submission of additional information, and/or in any other aspect of the SOQ before the award of a contract will be borne by the Applicant.
13. SOQs that are submitted with conditional clauses, alterations, items not called for in the RFQ, or irregularities of any kind, are subject to rejection by the District, at its option.
14. By submitting an SOQ, the Applicant acknowledges that it has investigated and satisfied itself as to the conditions affecting the services and work. The District shall not be responsible for any conclusions or interpretations made by an Applicant of the information made available by the District.
15. The submission of an SOQ shall be prima facie evidence that the Applicant has full capacity to execute the scope and nature of the work and services to be performed under Applicant's selected category(ies) of work. The receipt by the District of an SOQ will indicate that the submitting Applicant generally understands the nature of requirements for the selected category(ies).
16. The District reserves the right to require that the Applicant demonstrate that it has the skills, equipment, and other resources necessary to satisfactorily perform the nature and magnitude of work and services necessary to complete work in Applicant's selected category(ies).
17. The Applicant shall furnish the District with such additional information as the District may reasonably require.
18. The District will require the selected Contractor to have all required business licenses, a valid contractor's license, appropriate valid professional licenses, and to provide evidence of appropriate insurance and bonding coverage/capacity.
19. For specific projects procured in the future, at the end of any Request for Proposal (RFP) that may be issued to the "Prequalified" contractors, the District will issue a TASK Order

to the selected Contractor as prepared by the District which the selected Contractor must sign.

20. SOQs and financial information received after the date and time specified, whether delivered or mailed, may not be considered and may be returned to the Applicant unopened, at the sole discretion of the District. It is the sole responsibility of each Applicant to ensure that its SOQ and financial information are uploaded onto Planet Bids by the date and time specified.
21. No individual or firm responding to this RFQ shall obtain any claim or cause of action against the District by reason of any aspect of the RFQ, defects or abnormalities contained herein, defects or abnormalities in the selection process, the rejection of any SOQ, the acceptance of any SOQ, any statements, representation, acts or omissions of the District, the exercise of any discretion by the District in connection with any of the foregoing, or any and all other matters arising out of all or any of the foregoing. No Applicant shall rely and cannot rely on any verbal communication received from anyone representing and/or purporting to represent the District in connection with this Prequalification process, all of which are hereby disclaimed and disavowed.
22. Invitations to propose on future procurements may be issued to the "Prequalified" contractors selected through subsequent RFP processes. The District reserves the right to increase or decrease the number of Prequalified contractors within any Category at any time if the District determines it is in the District's best interest to do so.
23. All references in this RFQ to Applicant, Contractor, and other person or persons, are intended only as generic terms and shall be interpreted to apply to any number and any gender, as applicable.
24. All contractors will be notified of the decision on their Pre-Qualification status.
25. Summaries contained in the RFQ documents covering matters expressly addressed in more detail elsewhere in the RFQ documents are for the convenience of the Applicants, and in all such instances the more specific, detailed provisions shall govern.
26. The District reserves the right, at its sole discretion, to remove a contractor from the "Prequalified" list if the District determines that the contractor has performed unsatisfactorily on a contract and/or Task Order awarded by the District.
27. Applicants shall not, before completion of the prequalification process and listing of the Prequalified contractors, communicate, either verbally or in writing, with any of the following persons other than the person designated in this RFQ for the purpose of discussing the requirements of the RFQ documents or the selection process: (1) any member of the Evaluation Panel; (2) any employee of the District involved in the RFQ process; (3) any consultant or professional retained by the District for the purpose of providing the District advice or professional services in respect to any aspect of the RFQ process; or (4) any trustee, officer, employee, or representative of the District. Unauthorized communication by an Applicant in violation of the foregoing constitutes grounds for disqualification. Doing so is immediate grounds for disqualification for this Prequalification process, at the discretion of the District.

28. Except as otherwise provided elsewhere in the RFQ documents, all procedures and proceedings provided for by these Instructions shall be closed to the public.
29. Applicant shall sign and submit the "Conflict of Interest Certification" ("Attachment 3" to the RFQ) with its RFQ submittals. The District reserves the right to determine, in its sole and absolute discretion, whether any circumstances constitute a conflict of interest that may disqualify the Applicant from participating further in the RFQ process.
30. The District shall have the right to make all determinations and interpretations relating to the RFQ documents or the qualification process, including, without limitation, any Applicant's compliance with the RFQ documents or its qualifications to participate in the RFQ process, and all such determinations shall be final and binding.
31. Nothing stated in the RFQ Documents and no action by the District taken in connection with the RFQ process shall constitute, or be interpreted as, creating any legal obligation on the part of the District to enter into a contract(s) with any Applicant.
32. Any Applicant who at any point in time during a future Procurement process is determined by the District, in the exercise of the District's sole and absolute discretion, to be unable to perform the Master Services Agreement and/or any Task Order may be declared disqualified from the process by the District and in such case will not be allowed to participate further in the process.
33. The District shall have the right, but not the obligation, before, during, or after scoring the SOQs, to disqualify on the grounds of non-responsiveness any Applicant who submits an SOQ that does not comply with the requirements of the RFQ.
34. District shall have the right, but assumes no obligation, to investigate the facts or circumstances of any response or information provided by an Applicant. The District has no obligation to afford any Applicant the opportunity to respond to any adverse information that may be received as a result of such investigation or that comes to the attention of District by other means. In addition to the foregoing, the District shall have the right, but not the obligation, at any time to designate auditors to perform audits or reviews of the books or accounts of any Applicant and in such instances the Applicant shall make provision for, and is responsible to ensure full and prompt cooperation with, such audits or reviews, at no cost to the District.
35. Unless requested by the District in an RFQ Addendum or Request for Clarification, an Applicant shall not have the right after the deadline for receipt of SOQs, to submit new or additional information or supplement its SOQ. Notwithstanding the foregoing, the District reserves the right, in its sole and absolute discretion, but assumes no obligation, to request, receive, evaluate, and consider, as part of its evaluation of an SOQ, any additional or supplemental information received from any source, including, without limitation, information received after the deadline for receipt of SOQs. Nothing stated herein shall be interpreted as limiting the District's right to seek additional information from Applicants pursuant to Clarifications, Discussions, or Negotiations.
36. A determination that an Applicant is not within the competitive range of the Prequalified contractors identified as part of this process does not constitute a determination by the District that the Applicant is not a responsible bidder. Conversely, a determination that an

Applicant is within the competitive range of the Prequalified contractors does not constitute a waiver of the District's right to make a subsequent determination, based on new information not considered as part of the qualification evaluation process, that such Applicant is no longer prequalified or a responsible bidder.

37. The rights, powers, and discretion expressly conferred upon the District under the RFQ documents are not intended to be exclusive but are cumulative and in addition to, and not a substitute for, every other right, power, or discretion existing or available to the District under the RFQ documents or Applicable Laws.
38. For future projects, the District may perform a performance risk evaluation based on the past performance of the Applicants and their proposed subcontractors as it relates to the probability of successfully performing any scope of work for which the Applicant is being considered. In conducting the performance risk evaluation, the District may use data provided by the Applicant, references submitted by the Applicant, and data obtained from any other source the District has available to it.

7.2 Ongoing Obligation to Update the District Regarding Information

If at any time during this RFQ process, any information submitted by an Applicant becomes inaccurate, incomplete, and/or untrue, the Applicant must immediately notify the District representative identified herein and immediately provide updated, accurate information in writing, under penalty of perjury.

Before the issuance of any Task Order, the Contractor will be required to submit a Certification, under penalty of perjury, that nothing in its SOQ has materially changed.

7.3 District Reservation of Rights

7.3.1 Irregularities, Omissions, Determinations

District reserves the right to waive any irregularities and omissions in the information contained in a Proposal, to make all final determinations, and/or to determine, at any time, that the selection process for the Procurement should be abandoned.

7.3.2 Applicant Assumption of all Risks, Consequences

Each Applicant assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of an SOQ.

7.3.2 Applicant Assumption of all Financial Risks

Each Applicant assumes any and all financial risk of loss in participating in this process and the District shall not, under any circumstance, be liable for any cost, expense, loss, or damage sustained by an applicant participating in this process.

8.0 PREQUALIFICATION APPEAL PROCESS

The following procedures can apply, at the Applicant's request, when an Applicant does not receive Prequalification status and wishes to challenge that decision.

It is important to note that just because an Applicant does not receive Prequalification status, it does not mean that the District has determined that an Applicant is a non-responsible bidder.

To the contrary, it simply means that the Applicant has not qualified for Prequalification status under this Prequalification Program and the projects subject to it. Also, it is important to note that just because an Applicant does not receive Prequalification status, it does not mean that the Applicant cannot submit bids or proposals on other District projects that are not subject to this Prequalification Program.

An Applicant that is denied Prequalification status can appeal that decision unless the Applicant has failed to properly complete the Prequalification Questionnaire and provided all of the required documents identified in the Prequalification Questionnaire.

An Applicant's fees, costs, and expenses, of every kind, for the appeal shall be undertaken at the Applicant's sole expense and shall not be reimbursed for same by the District.

An Applicant initiates an appeal by delivering to the District's Authorized Representative a written notice requesting a hearing and setting forth in general terms the basis of the appeal. The Applicant must deliver the written notice to Kitchell/BRJ Attn: District Initiatives Office, 11511 Sand Canyon Road, Yucaipa, CA 92399 within five (5) business days following the date of the District's notice that the Applicant has not received Prequalification status. An Applicant waives the ability to appeal the District's decision if it fails to deliver the written notice within five (5) business days. The written notice must set forth all facts the Applicant wishes to rely on to challenge the District's decision. An Applicant will not be permitted to add new facts after the close of the five (5) business day deadline.

The District's Vice Chancellor, Fiscal and Business Services, or designee, will conduct a hearing on the appeal no later than ten (10) business days following the Contractor's delivery of the written notice of appeal. The District may or may not, in its discretion, respond to the appeal before the hearing. The hearing will be informal and it is not an evidentiary hearing. At the hearing, the Applicant will be given the opportunity to present its arguments based on the facts and contentions submitted timely in writing and reasons in opposition to the District's decision to deny Prequalification status. The hearing officer will consider all evidence, information, documents and arguments submitted by the Applicant, the District's response thereto, and any other information, documents, evidence and/or arguments the hearing officer deems relevant.

Within ten (10) business days following the hearing, the hearing officer, will provide a written decision whether the Applicant is prequalified or not. The written decision is the final determination of the issue, and the Applicant shall have no further administrative appeals.

The procedure and time limits set forth above are mandatory and an Applicant's sole and exclusive remedy in the event of a challenge to the District's decision on Prequalification status. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the challenge, including without limitation, filing a Government Code claim or other legal proceeding.

9.0 RFQ DOCUMENT CHART

**Request for Qualifications (RFQ) Document
(Containing Instructions for SOQ Submittal)**

#	Attachments to RFQ
1	Pre-Qualification Questionnaire Document (for your information only)
2	Acknowledgement of Addenda Form
3	Conflict of Interest Certification Form
4	Non-Collusion Declaration Form
5	Non-Discrimination Declaration Form
6	Authorization to Release Information Form
7	Confidentiality Agreement Form
8	Applicant Representations and Certification Form
FORMS 2 THROUGH 8 ABOVE MUST BE SUBMITTED WITH YOUR SOQ.	
THE FORMS BELOW ARE PROVIDED FOR YOUR INFORMATION ONLY AND ARE NOT SUBMITTED WITH YOUR SOQ.	
9	SOQ Responsiveness Check List
10	Contractor License Categories
11	Master Services Agreement (Sample)
	Exhibit 1: Acknowledgement of Addenda Form (Place Holder – Not Attached)
	Exhibit 2: Conflict of Interest Certification Form (Place Holder – Not Attached)
	Exhibit 3: Non-Collusion Declaration Form (Place Holder – Not Attached)
	Exhibit 4: Non-Discrimination Declaration Form (Place Holder – Not Attached)
	Exhibit 5: Authorization to Release Information Form (Place Holder – Not Attached)
	Exhibit 6: Confidentiality Agreement Form (Place Holder – Not Attached)
	Exhibit 7: Applicant Representations and Certification Form (Place Holder – Not Attached)
	Exhibit 8: General Conditions (Attached)
	Exhibit 9: RFQ & Addenda (Place Holder – Not Attached)
	Exhibit 10: Request for Bids and Services (Place Holder – Not Attached)
	Exhibit 11: Task Order Form (Place Holder – Not Attached)
	Exhibit 12: Supplementary Conditions (Place Holder – Not Attached)
	Exhibit 12: Payment Bond (Place Holder – Not Attached)
	Exhibit 13: Performance Bond (Place Holder – Not Attached)
	Exhibit 14: Escrow Agreement (Place Holder – Not Attached)
	Exhibit 15: Division 1 Specifications (Place Holder – Not Attached)
	Exhibit 16: Technical Specifications (Place Holder – Not Attached)
	Exhibit 17: DSA Approved Design Documents (Place Holder – Not Attached)
	Exhibit 18: District Standards (Placeholder – Not Attached)
	Exhibit 19: Campus Standards (Place Holder – Not Attached)
	Exhibit 20: Workers Comp Certification (Place Holder – Not Attached)
	Exhibit 21: Other Contractual Documents (Place Holder – Not Attached)
	Appendix A: Reference Documents (Place Holder – Not Attached)

THIS IS THE END OF THE REQUEST FOR QUALIFICATIONS DOCUMENT

Please continue on to Attachments 1 through 11 and Attachment 11-Exhibit 8 (General Conditions) for further information.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
PREQUALIFICATION PROGRAM QUESTIONNAIRE
FOR
GENERAL AND SPECIALTY CONTRACTORS**

**PROCUREMENT NUMBER: [11- 01-2016-RFQ – General and Specialty
Contractors]**

PREQUALIFICATION FOR DISTRICTWIDE PROJECTS

NOTICE

**THIS PREQUALIFICATION PROGRAM QUESTIONNAIRE IS FOR APPLICANT
REVIEW ONLY. THE APPLICANT MUST FILL OUT THE TABS AND SECTIONS
AND SUBMIT WITH ALL REQUIRED SUPPORTING DOCUMENTS AND FORMS ON
PLANET BIDS FOR CONSIDERATION OF THIS PROCUREMENT.**

www.planetbids.com/portal/portal.cfm?companyID=29414

APPLICANT NAME: _____

LICENSE CATEGORY(IES) APPLIED FOR:

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SECTION 1. INFORMATION FOR APPLICANTS

General Background and Explanation of the Uniform Rating System

For this Prequalification Program, the District has established the following Uniform Rating System for evaluating Applicants to determine whether a contractor qualifies to receive a Master Services Agreement and inclusion in the District's list of prequalified contractors eligible for District-Wide procurements. The Uniform Rating System is based on a series of questions set forth in this Request for Qualifications ("RFQ") - Prequalification Questionnaire (which should be answered on Planet Bids – San Bernardino Community College District Vendor Portal – New Vender Registration all Tabs to include the Prequalification Tab) www.planetbids.com/portal/portal.cfm?companyID=29414

The Prequalification Questionnaire is comprised of five (5) sections which, Sections 2 through 5 are found under the six (6) Tabs on the Planet Bids Vendor Portal:

Section 1: Information for Applicants

This section provides information to Applicants and requires no Applicant input.

Section 2: General Information about Applicant

This section requests various information from the Applicant, but it is not scored. The questions which relate to this Section 2 can be found on Planet Bids Vendor Profile New Registration in the following Tabs: Company Info; Additional Addresses (if applicable); Classifications/Licenses; and Prequalification - Other Information, Owners, and General Questionnaire #19.

Section 3: Essential Requirements for Qualification

This section is comprised of fifteen (15) questions. It is "pass/fail," meaning that the Applicant either passes or fails, based on the answers provided. If the Applicant provides a failing answer on any one of the questions, the Applicant will not receive prequalification status. The questions which relate to this Section 3 can be found on Planet Bids Vendor Profile New Registration in the following Tabs: Classifications/Licenses and Prequalification – Bonding Information, EMR Rating, and General Questionnaire #'s 1,2,3,4,5,6,7,8,13,16,17,18,20, and 25.

Section 4: General Qualifications

This section is comprised of thirty-one (31) questions, each of which is assigned points. The scoring system for Section 4 is explained in the opening paragraph of Section 4. The maximum points possible for Section 4 are one hundred fifty-five (155) points. If an Applicant receives a score of less than one hundred and five (105) points, the Applicant will not receive prequalification status. The questions which relate to this Section 4 can be found on Planet Bids Vendor Profile New Registration in the following Tabs: Other Business Info; Prequalification - Fiscal Year Information, Bonding Information, EMR Rating, General Questionnaire #'s 9,10,11,14,15,17,18,20,21,23,24,28,29,30,31,32, Safety questionnaire #'s 1,2,3,4,5,6,7, and Attachments (all that apply).

Section 5: Specific Qualifications

5.1 Firm Experience / Project Approach (see Planet Bids Vendor Profile

Prequalification Tab – Attachments Section (Firm Experience/Project Approach)

5.2 Project Experience / Past Performance (see Planet Bids Vendor Profile Prequalification Tab – Clients/References and Attachments Sections (Project Experience/Past Performance))

5.3 Key Personnel (see Planet Bids Vendor Profile Prequalification Tab – Key Staff Section)

5.4 Local Hire and Local, Minority, Woman and Veteran Owned Business Enterprise Goals of the District (see Planet Bids Vendor Profile Classifications/Licenses Tab – Classifications, Residency Status and Prequalification Tab – General Questionnaire Section # 33)

IMPORTANT NOTE: IF AN APPLICANT IS APPLYING FOR MORE THAN ONE (1) LICENSE CATEGORY, A SEPARATE SECTION 5 MUST BE COMPLETED FOR EACH LICENSE CATEGORY.

This section is comprised of four (4) major categories, each of which is assigned points. The scoring system for Section 5 is explained at the beginning of each category or subcategory in Section 5. The maximum points possible for Section 5 are three hundred and five (305). If an Applicant receives a score of less than one hundred sixty five (165) points, the Applicant will not receive prequalification status.

Section 5 Weighting. The District has determined that certain qualification criteria are more important than others. Therefore, the total points scored in Section 5 are “weighted” to arrive at a total score as indicated in the table below.

Project-Specific Qualifications Category	Weight
Firm Experience / Project Approach	25 Points
Project Experience / Past Performance	60 Points
Key Personnel	60 Points
Board Policy 6610 Goals	160 Points
Total Points Available	305 Points

IMPORTANT NOTE REGARDING SECTIONS 2, 3, 4, AND 5 OF THE QUESTIONNAIRE:

ANY SUPPLEMENTAL DOCUMENTATION REQUIRED SHALL BE UPLOADED ONTO PLANET BIDS LABELED WITH THE DETAILED SECTION NUMBER TO WHICH THE DOCUMENT PERTAINS.

SECTION 2 BEGINS ON THE FOLLOWING PAGE.

SECTION 2. GENERAL INFORMATION ABOUT APPLICANT (NOT SCORED)

While this Section is not scored, an Applicant must fill it out and submit it or your SOQ may be found Non-Responsive. (The questions which relate to this Section 2 can be found on Planet Bids Vendor Profile New Registration in the following Tabs: Company Info; Additional Addresses (if applicable); Classifications/Licenses; and Prequalification - Other Information, Owners, and General Questionnaire #19.)

LICENSE CATEGORY(IES) APPLIED FOR (A SEPARATE SECTION 5 MUST BE COMPLETED FOR EACH LICENSE CATEGORY):

FIRM INFORMATION

Firm Name: _____
(as it appears on Secretary of State website, if applicable)

Address: _____

Contact Person: _____
Phone: _____
Fax: _____
Contractor's License Numbers(s): _____

Firm Organized as (Check One):

- Corporation
- Limited Liability Company (LLC)
- Limited Partnership (LP)
- General Partnership (GP)

- Limited Liability Partnership (LLP)
- Sole Proprietorship

- Other: _____

Federal Tax ID Number: _____

If any of your firm's licenses are held in the name of a corporation or partnership, list below the names of the qualifying individuals listed on the Contractors State License Board (CSLB) records who meet the experience and examination requirements for each license.

2.1 Has your firm changed names or license numbers in the past five (5) years?

Yes No

If "Yes," explain on a separate, signed page, including the reason for the change.

2.2 Company Information: Use the section below that is applicable to you:

2.2.1 For a Corporation:

Date incorporated: _____ Under the laws of the State of: _____

2.2.1.1 Provide all of the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer) or (b) the owner of at least ten percent (10%) of the corporation's stock.

Name	Position	Years with Co.	% Ownership

2.2.1.2 Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For the purposes of this question, "owner" and "partner" refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

NOTE: "Was associated" or "associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to any questions on this form.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

2.2.2 For a Partnership:

Date of formation: _____ Under the laws of the State of: _____

2.2.2.1 Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

2.2.2.2 Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For the purposes of this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

2.2.3 For a Limited Liability Company:

Date of formation: _____ Under the laws of the State of: _____

2.2.3.1 Provide all the following information for each member who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

2.2.3.2 Identify every construction company that any member has been associated with (as member, owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For the purposes of this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For a Sole Proprietorship:

Date of Commencement of Business: _____

Social Security Number of Company Owner: _____

Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For the purposes of this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For “Other”:

Date of Commencement of Business: _____

Social Security Number of Owner: _____

Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For the purposes of this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Company	Dates of Person's Participation with Company

SECTION 3 BEGINS ON THE FOLLOWING PAGE.

SECTION 3. ESSENTIAL REQUIREMENTS FOR QUALIFICATION (PASS / FAIL)

The questions which relate to this Section 3 can be found on Planet Bids Vendor Profile New Registration in the following Tabs: Classifications/Licenses and Prequalification – Bonding Information, EMR Rating, and General Questionnaire #'s 1,2,3,4,5,6,7,8,13,16,17,18,20, and 25. You must respond to all of the questions on the Tabs listed above online on Planet Bids.

The Applicant may be **IMMEDIATELY DISQUALIFIED** if the answer to **ANY** of the following Questions is “No”: 3.2; 3.3; 3.5; 3.6; 3.8 and 3.9. (On Planet Bids these questions relate to the Prequalification Tab – General Questionnaire Section(GQS) #'s 4, 6, 5, Bonding Information Section, and GQS #'s 1 and 2). If your answer to 3.1; 3.4 or 3.7 (On Planet Bids these questions relate to the Prequalification Tab – General Questionnaire Section(GQS) #'s 3 and 25 and EMR Rating Section.) **is “No”, you must explain your answer on additional pages as required below.** Failure to explain a “No” answer to Questions 3.1; 3.4 or 3.7 may result in IMMEDIATE DISQUALIFICATION. If you submit an explanation to Questions 3.1; 3.4 or 3.7, the District may contact you to obtain further details.

3.1 Contractor possesses a valid and current California Contractor’s license that would allow it to perform its work on the projects.

Yes No

(Explain your “No” answer on the lines above. Attach additional pages if needed)

3.2 Contractor has a general liability insurance policy with a policy limit of at least: \$500,000.00 per occurrence and \$1,000,000.00 aggregate or can obtain such an insurance policy if selected before award of a contract.

Yes No

3.3 Contractor has a commercial automobile insurance policy with a policy limit of at least \$50,000 per occurrence and \$100,000 aggregate or can obtain such an insurance policy if selected before award of a contract.

Yes No

3.4 It is true that no Officer or Director of Contractor has ever filed for bankruptcy or been forced into bankruptcy by his or her creditors.

Yes No

(Explain your “No” answer on the lines above. Attach additional pages if needed)

- 3.5 Contractor has a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq. or can obtain such an insurance policy if selected before award of a contract.

Yes No

Contractor is exempt from this requirement, because it has no employees.

- 3.6 A. Contractor has attached a notarized statement from an admitted surety insurer, approved by the California Department of Insurance and authorized to issue bonds in the State of California, which states your current aggregate limit and per project bonding capacity.

Yes No

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

- 3.7 The Contractor’s Intrastate EMR (for California ONLY) for the most recent premium year, is 1.20 or lower?

Yes No

Provide a letter from your surety or insurance representative validating your Intrastate EMR for California, for the most recent premium year. The letter from the surety must reference Applicant’s Worker’s Compensation Insurance Rating Bureau (“WCIRB”) identification number. All EMRs will be verified using this number.

If your EMR (for California ONLY) for the most recent premium year is higher than 1.20, state what your EMR is on the lines below:

(And also explain your “No” answer on the lines above. Attach additional pages if needed)

- 3.8 Labor Code § 1725.5 states, in pertinent part that: “A contractor shall be registered pursuant to this section to be qualified to bid/propose on, be listed in a bid/proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter.”; and that the Contractor is or will be so registered with the Department of Industrial Relations at the time the Contractor submits a Statement of Qualifications that is the subject of this procurement.

Contractor acknowledges the above and agrees to comply.

Yes No

- 3.9** Labor Code §§ 1725.5 and 1771.1(a) state, in pertinent part that: “A contractor or subcontractor shall not be qualified to bid/propose on, be listed in a bid/proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5.”; and that the Contractor will not list any subcontractors in its bids/proposals for any project that Contractor may be invited to propose on as a result of this prequalification, unless such subcontractors are registered with the Department of Industrial Relations.

Contractor acknowledges the above and agrees to comply.

Yes No

The applicant may not receive Prequalification status if the answer to ANY of questions 3.10 through 3.15 is “Yes.” (On Planet Bids these questions relate to the Prequalification Tab – General Questionnaire Section (GQS) #'s 7,13,16,20,17,8). The exception to this is that if the answer to question 3.12 and/or 3.13 is “Yes,” and if the ineligibility and/or debarment period(s) is/are over at the time of SOQ submission, this will not automatically disqualify an applicant from submitting for prequalification status.

- 3.10** Has your contractor’s license been revoked at any time in the last five (5) years?

Yes No

- 3.11** Has a surety firm completed a contract on Contractor’s behalf, or paid for completion because Contractor was defaulted and/or terminated by a project owner within the last five (5) years?

Yes No

- 3.12** Has Contractor’s firm ever been ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

If yes, check only one box below

Yes Yes, but periods are over No

If the answer is “Yes (but periods are over),” state the beginning and ending dates of the ineligibility period and the reasons for ineligibility.

Use additional pages if needed.

- 3.13** Has Contractor’s firm ever been debarred by any governmental entity for any reason? If

“Yes,” check only one box below:

Yes Yes, but periods are over No

If the answer is “Yes (but periods are over),” state the beginning and ending dates of the ineligibility period and the reason(s) for debarment.

Use additional pages if needed.

3.14 At any time during the last five (5) years, has the Contractor or any of its owners, officers, and/or directors been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Yes No

3.15 In the last five (5) years, have any assets of the Contractor been frozen and/or attached by any governmental entity?

Yes No

SECTION 4 BEGINS ON THE FOLLOWING PAGE.

SECTION 4. GENERAL QUALIFICATIONS

NOTE: APPLICANT MUST RESPOND TO EACH QUESTION.

There is a maximum of 155 points available for this Section 4. To pass this General Qualifications Section, an Applicant must score a minimum of 105 points. The questions which relate to this Section 4 can be found on Planet Bids Vendor Profile New Registration in the following Tabs: Other Business Info; Prequalification - Fiscal Year Information, Bonding Information, EMR Rating, General Questionnaire #'s 9,10,11,14,15,17,18,20,21,23,24,28,29,30,31,32, Safety questionnaire #'s 1,2,3,4,5,6,7, and Attachments (all that apply).

- 4.1 A. If your business has been in existence for **more than two years**, provide the most recent three (3) years of income tax returns (the relevant portions showing income and loss).

NOTE: Income tax returns must be submitted with the SOQ, in strict accordance with the RFQ document, Section 6.5 Financial Information.

If insufficient information is provided or if income tax returns do not indicate reasonably acceptable financial strength

0 points

If financial information indicates reasonably acceptable financial strength to execute projects

3 points

- B. If your business has been in existence for **less than two years**, provide the income tax returns (the relevant portions showing income and loss) your business has filed.

NOTE: Income tax returns must be submitted with the SOQ, in strict accordance with the RFQ document, Section 6.5 Financial Information.

If insufficient information is provided or if income tax returns do not indicate reasonably acceptable financial strength

0 points

If financial information indicates reasonably acceptable financial strength to execute projects

3 points

- 4.2 How many years has your organization been in business in California as a contractor under your present business name and license number?

_____ Years

- 3 years or less 2 points
 4 years 3 points
 5 years 4 points

6 or more years 5 points

4.3 Was your firm in bankruptcy at any time during the last five (5) years? Is your firm currently the debtor in a bankruptcy case?

Yes 0 points No 5 points

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

Yes 0 points No 5 points

4.5 In the last five (5) years, has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes 0 points No 5 points

4.6 In the last five (5) years, has any public entity held a hearing and declared your firm to be a "non-responsible bidder"?

Yes 0 points No 5 points

4.7 At any time in the last five (5) years, has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner? If so, how much was paid out?

\$ _____

Yes 0 points No 5 points

4.8 In the past ten (10) years, has any litigation or claim been filed against your firm? If so, how many claims?

_____ Claims

Yes 0 points No 5 points

4.9 At any time during the past five (5) years, has any surety or insurance company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private? If so, how many instances?

_____ Instances

Yes 0 points No 5 points

Yes Subtract 5 points for more than two claims.

4.10 In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? If so, how many instances?

_____ Instances

Yes 0 points for 1-2 instances No 5 points

Yes Subtract 5 points for 3 or more instances

4.11 Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes Subtract 10 points No 5 points

4.12 Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes Subtract 10 points No 5 points

4.13 Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes Subtract 10 points No 5 points

4.14 Bonding Capacity: Provide documentation from your surety, identifying the name of bonding company/surety agent, address and telephone number:

Submit a letter from your surety, confirming current bonding capacity in place at the time of submittal of the SOQ.

5 points if information provided

Subtract 10 points if information is not provided

4.15 If your firm was required to pay a premium of more than three per cent (3%) for a performance and payment bond on any project(s) on which your firm worked at any time during the last three (3) years, state the percentage that your firm was required to pay.

_____ Percent (%).

You may provide an explanation for a percentage rate higher than three per cent (3%), if you wish to do so. **Attach a separate page for explanation, if you choose to**

provide one.

- 5 points if rate was less than 3%
- 3 points if rate was greater than 3%, but less than 3.5%%
- 0 points if rate was greater than 3.5%

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

Attach additional pages if needed.

- 5 points if information is provided or if only one (1) surety has been used in the last five (5) years
- 0 points if no information is provided

4.17 During the last five (5) years, has your firm ever been denied bond coverage by a surety company?

- Yes 0 points No 5 points

4.18 Provide the annual work volume (gross revenues) in dollars per year for the past three (3) fiscal years:

20____ \$ _____

20____ \$ _____

20____ \$ _____

Total bonding capacity: \$ _____

Bonding capacity presently encumbered: \$ _____

Bonding capacity available and remaining
at time of submission of SOQ \$ _____

- 5 points if all information is provided
- 3 Points if some information is provided
- Subtract 5 points if no information is provided

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

5 points for once per week or more

3 points for twice a month or more

0 points for less than once per month

4.20 Within the last five (5) years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No 5 points

If "Yes," how many times? _____

5 points for no instances

Subtract 5 points for 1 or more instances

NOTE: The following questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner. Also, you may omit references to all disputes about amounts of less than \$50,000.

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

Yes No 5 points

If "Yes," how many times? _____

1 instance 5 points

2 instances 3 points

More than 2 instances 0 points

4.22 In the past five (5) years, has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No 5 points

If "Yes," how many times? _____

1 instance 5 points

2 instances 3 points

More than 2 instances 0 points

4.23 In the past five (5) years, has your firm made any claim (“claim” as defined in the General Conditions of the Construction Contract) against the San Bernardino Community College District concerning work on a project or payment for a contract?

Yes No 5 points

If “Yes,” how many times? _____

1 instance 5 points
2 instances 3 points
More than 2 instances 0 points

4.24 In the past five (5) years, has CAL OSHA (California only) cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

Yes No 5 points

If “Yes,” how many times? _____

1 instance 3 points
2 instances 0 points
More than 2 instances Subtract 5 points

If “Yes,” attached a separate, signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was/were issued, and the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

4.25 In the past five (5) years, has the federal Occupational Safety and Health Administration (outside of California) cited and assessed penalties against your firm?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes No 5 points

If “Yes,” how many times? _____

1 instance 3 points
2 instances 0 points
More than 2 instances Subtract 5 points

If “Yes,” attach a separate, signed page describing each citation.

4.26 In the past five (5) years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor?

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

Yes No 5 points

If "Yes," how many times? _____

1 instance 3 points
2 instances 0 points
More than 2 instances Subtract 5 points

4.27 Has there been more than one (1) occasion during the last five (5) years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws. If you are a General Contractor, this does not apply to violations of the prevailing wage laws by any of your subcontractors.

Yes No 5 points

If "Yes," how many times? _____

1 instance 3 points
2 instances 0 points
More than 2 instances Subtract 5 points

4.28 Does your firm have a written Injury and Illness Prevention Program (IIPP)?

Yes 3 points No 0 points

4.29 Does your firm have a written Hazard Communication Program (HazCom)?

Yes 3 points No 0 points

4.30 Does your firm have a written Heat Illness Prevention Program?

Yes 3 points No 0 points

4.31 BONUS ITEM FOR ADDITIONAL POINTS

In SECTION 3, Pass/Fail Question 3.7 asked if your firm's Intrastate EMR (for California ONLY), for the most recent premium year, is 1.20 or lower?

The letter requested from your surety or insurance representative will validate your Intrastate EMR for California, for the most recent premium year. The letter from the surety must reference Applicant's Worker's Compensation Insurance Rating Bureau ("WCIRB") identification number. All EMRs will be verified using this number.

What is your Intrastate EMR (for California ONLY) for the most recent premium year?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> If the EMR is 0.85 or less: | 10 additional points will be awarded. |
| <input type="checkbox"/> If the EMR is 0.86 to 1.00 | 9 additional points will be awarded. |
| <input type="checkbox"/> If the EMR is 1.01 to 1.15: | 6 additional points will be awarded. |
| <input type="checkbox"/> If the EMR is 1.16 to 1.19: | 4 additional points will be awarded. |
| <input type="checkbox"/> If the EMR is 1.20: | 2 additional points will be awarded. |

SECTION 5 BEGINS ON THE FOLLOWING PAGE

SECTION 5. SPECIFIC QUALIFICATIONS

APPLICANT NAME: _____

TOTAL BONDING CAPACITY: _____

BONDING CAPACITY PRESENTLY ENCUMBERED: _____

BONDING CAPACITY AVAILABLE AND REMAINING AT TIME OF SUBMISSION OF SOQ: _____

IMPORTANT NOTE: IF APPLICANT IS APPLYING FOR MORE THAN ONE (1) LICENSE CATEGORY, A SEPARATE SECTION 5 MUST BE COMPLETED FOR EACH LICENSE CATEGORY. ATTACH AS MANY SECTION 5's AS YOU ARE TRYING TO PREQUALIFY FOR.

Provided that an Applicant has achieved a passing score in the first four sections of this Questionnaire, this section 5, based on its scoring alone, will then determine whether an Applicant achieves Prequalification status for this particular Prequalification Program.

Using the Uniform System of Rating Bidders/Proposers set forth in the preceding four (4) sections, if your score passes, please go on to complete this section 5.

Using the Uniform System of Rating Bidders/Proposers set forth in the preceding four (4) sections, if you do not have a passing score for the preceding four (4) sections, do not complete this section 5 as you will not be eligible to receive Prequalification status for this Prequalification Program. This does not mean, as stated in the RFQ, that you cannot bid or propose on other District projects that are outside of this Prequalification Program.

The maximum score possible for the entirety of Section 5 is three hundred and five (305) points. In order to prequalify, an Applicant must score a minimum of one hundred sixty (160) points for the entirety of Section 5.

You must respond to each individual question and to all its all parts (see Planet Bids Tab 6 - Prequalification).

Your responses must be provided on separate pages included with your SOQ.

On each separate page that you submit, insert a reference to Section 5 and to the corresponding question number, so that the answers and/or information you provide on the separate pages are coordinated with the question numbers below. Examples: 5.1.1, 5.2.1, 5.3.2, etc., etc.

5.1 FIRM EXPERIENCE / PROJECT APPROACH (see Planet Bids Vendor Profile Prequalification Tab – Attachments Section (Firm Experience/Project Approach))

5.1.1 Describe your experience and approach for managing and/or building public works construction projects for the license category(ies) under which you are applying for prequalification. Include how you would communicate with the Owner in a collaborative manner.

Limit your response to one (1) page per license category.

Zero (0) to twenty- five (25) total points will be awarded, depending on the completeness of the Applicant’s answer and information submitted in response to this question.

5.2 PROJECT EXPERIENCE / PAST PERFORMANCE (see Planet Bids Vendor Profile Prequalification Tab – Clients/References and Attachments Sections (Project Experience/Past Performance))

5.2.1 Describe your experience *for three (3) projects completed within the last ten (10) years* that were public works projects or similar.

Include the following information, in this order, for each project:

- a. Was Your Firm a General Contractor or Subcontractor?
- b. Project Name
- c. Project Address
- d. Project Description
- e. Year Begun
- f. Year Completed
- g. Project Value
- h. Your Contract Amount (if not General Contractor)
- i. Total Value of Your Change Orders
- j. Was Your Work Completed Within The Project Schedule Time?
- k. Were You Involved In Any Claims On The Project? If “Yes,” Describe Your Involvement
- l. Your Significant Contribution(s) To The Success Of The Project
- m. Owner Name, Contact Person, Contact Information (email and phone)
- n. For Subcontractors (C Licenses) Only – General Contractor Name, Contact Person, Contact Information (email and phone)

Note: All contact information must be current and verifiable.

Limit of one (1) page for each project.

Zero (0) to twenty (20) points will be awarded for each of the three projects, depending on the completeness of the Applicant’s answer and information submitted in response to this question. Maximum possible points for question 5.2 are sixty (60) points.

5.3 KEY PERSONNEL (see Planet Bids Vendor Profile Prequalification Tab – Key Staff Section)

5.3.1 Identify the following Key Personnel (the same person may appear more than once on the list):

- a. Project Manager (up to 20 points maximum score)
- b. General Superintendent (up to 20 points maximum score)
- c. QA/QC Manager (up to 20 points maximum score)

5.3.2 For each Key Person named above, provide the following:

- a. Number of years with your firm (your individual firm if you are part of a joint venture)
- b. Resume

Important items to include in the resumes for maximum points.

Experience with the following:

- Higher Education
- Public Agencies
- Experience working on a DSA approved project

Zero (0) to sixty (60) points will be awarded, depending on the completeness of answers and information submitted.

5.4 BOARD POLICY 6610 GOALS, ETC. (see Planet Bids Vendor Profile Classifications/Licenses Tab – Classifications, Residency Status and Prequalification Tab – General Questionnaire Section # 33).

5.4.1 Are you a “Local Business” as defined in Board Policy 6610?

The District’s Board Policy 6610 defines “Local Business” as: “a business serving as a contractor and/or subcontractor and/or supplier that has its principal headquarters or permanently staffed regional office located within the District or the Inland Empire, and that has held a business license with one of the cities within the Inland Empire for a minimum of three months.”

Yes 100 points No 0 points

5.4.2 Do 50% or more of your employees or subcontractors reside within the District’s boundaries or in the Inland Empire?

Yes 20 points No 0 points

5.4.3 Is your firm a Minority and/or Woman Owned Business Enterprise as defined by California Public Contract Code section 2050 through 2051?

Yes 20 points No 0 points

5.4.4 Is your firm a Veteran Owned Business Enterprise, Veteran Owned Small Business, Service Disabled Veteran Business Enterprise, and/or Disabled Veteran Business Enterprise as defined by the U.S. Office of Small Business Administration?

Yes 20 points No 0 points

Zero (0) to one hundred and sixty (160) points will be awarded, depending on the answers provided to Questions 5.4.1 through 5.4.4.

END OF QUESTIONS FOR “ATTACHMENT 1” TO THE RFQ

***PLEASE REMEMBER TO SUBMIT A SEPARATE SECTION 5
(AND YOUR SEPARATE PAGES) FOR EACH LICENSE
CATEGORY YOU WISH TO TRY AND PREQUALIFY FOR.***