



**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
REQUEST FOR QUALIFICATIONS
STUDENT SUCCESS CENTER PROJECT
DESIGN-BUILD SERVICES
RFQ # 2020-044**

San Francisco Community College District (“District”) is seeking to prequalify design-build entities or design-build teams to submit proposals to design and construct the District’s **Student Success Center** (“Project”), in accordance with Education Code section 81700 et seq. Only respondents that have been prequalified by the District in response to this Request for Qualifications (“RFQ”) will be eligible to submit proposals in response to the District’s subsequent Request for Proposals (“RFP”) for the Project.

Respondents to this RFQ shall submit a fully completed and sealed Statement of Qualifications (“SOQ”), using the District’s standard prequalification template for design-build projects, as further described herein, to:

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
50 Frida Kahlo Way
San Francisco, CA 94112
ATTN: Marian Lam
RFQ # 2020-044

ALL SOQS ARE DUE BY 3:00 P.M. ON DECEMBER 18th, 2019. Oral, telegraphic, facsimile, telephone, or email SOQs will not be accepted. SOQs received after this date and time will not be accepted and will be returned unopened.

District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. District may use other sources of information outside of the SOQs to investigate respondents or to verify answers.

Each SOQ must be certified under penalty of perjury by the respondent. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury. District reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

Questions regarding this RFQ may be directed in writing to the attention of Marian Lam, at facilities@ccsf.edu and Farshid Samsami, at fsamsami@kitchell.com, and must be submitted on or by **3:00 P.M., December 18th, 2019**.

I. RFQ SCHEDULE SUMMARY

The District may change the dates on this schedule without prior notice.

DEADLINE	ACTION ITEM
November 16 th , 2019	Release of RFQ.
December 2 nd , 2019	Pre-Proposal Conference/ Presentation
December 9 th , 2019 at 3:00 P.M.	Last day to receive written questions from respondents.
December 13 th , 2019	Last day for District to issue addenda.
December 18 th , 2019 at 3:00 P.M.	Deadline for submissions in response to RFQ.
Anticipated December 23 rd , 2019	Notice to prequalified respondents.

II. PROJECT DESCRIPTION AND SCOPE OF SERVICES

Pursuant to Education Code section 81700 et seq., the District is seeking a design-build entity or team (“DBE”) to design and construct the District’s **Student Success Center** (“Project”), located at the Ocean Campus, 50 Frida Kahlo Way, San Francisco, California 94112. The Project is further defined in the attached **APPENDIX A**, along with the District’s expected cost range and schedule for the Project. The District’s criteria documents and performance specifications, which the selected DBE must adhere to in delivering the Project, will be made available to prequalified respondents at the RFP stage.

Entities that make up the “DBE” must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services as needed to complete the Project. In addition, the selected DBE shall have experience with both design and construction of public school facilities and in working with the California Community Colleges Chancellor’s Office (“CCCCO”), the Division of the State Architect (“DSA”), State Fire Marshal, and Title 24 of the California Code of Regulations.

Contractors that make up the DBE must be registered with the Department of Industrial Relations (“DIR”) as required by law. The selected DBE will be required to comply with the Labor Code prevailing wage requirements and the District’s bonding and insurance requirements. The selected DBE shall be required to work cooperatively with District staff, the Board of Trustees, all other technical consultants, the criteria architect, the project inspector, and any program and/or construction manager, if any, retained by the District for the Project, citizens’ oversight committee,

other District committees, and the community to facilitate timely and professional completion of the Project.

III. DESIGN-BUILD PROCUREMENT PROCESS

Pursuant to Education Code section 81703, procurement of a DBE will follow two (2) phases:

1. Prequalification – First, by this RFQ, the District intends to prequalify the four (4) highest scoring respondents using a standard template request for statements of qualifications, as outlined in Appendix B. The significant factors the District reasonably expects to consider in evaluating qualifications are identified in Section VIII, below.
2. Progressive Design-Build – Second, the District will issue an RFP, inviting up to four (4) short-listed, prequalified respondents to submit sealed proposals for the Project. The District will use a best value selection method for evaluating proposals. The procedure for final selection will be as follows:
 - a. The District will evaluate responsive proposals using only the criteria and selection procedures specifically identified in the RFP.
 - b. The District may, at its discretion, request proposal revisions and hold discussions and negotiations with responsive proposers. The RFP will define applicable procedures to ensure that discussions or negotiations are conducted in good faith.
 - c. Short-listed respondents receiving the RFP that submit a responsive proposal may be eligible to receive a stipend. The stipend will be awarded at the sole discretion of the district, dependent upon the required deliverables and effort required of the RFP. A stipend agreement, if applicable, will be included in the RFP.
 - d. The District will rank responsive proposers based on a determination of value provided, but shall not be required to rank more than four (4) proposers.
 - e. The District will award the contract, if at all, to the responsible DBE whose proposal is determined by the District to be the best value.

Any person or entity that has performed or is performing services for District relating to the solicitation of this design-build project, including, without limitation, services relating to the development of performance criteria, will **not** be eligible to submit a proposal as a design-build entity or to join a design-build team.

IV. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprise (“DBE”), Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”) and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications in response to this RFQ and will not be discriminated against on the basis of

race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract.

V. LIMITATIONS

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. The District reserves the right to add additional prequalified respondents for consideration after distribution of this RFQ, if it is found to be in the best interest of the District. All decisions concerning selection of the DBE will be made in the best interests of the District. The issuing of a subsequent RFP and awarding of the contract pursuant to the subsequent RFP, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

SOQs submitted by respondents are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The contents, however, may be disclosed to third parties for purpose of verification or investigation. State law requires that the names of respondents applying for prequalification status shall be public records subject to disclosure.

VI. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District, Board of Trustees, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent submitting a SOQ.

VII. STANDARD TEMPLATE FOR STATEMENT OF QUALIFICATIONS

Attached hereto as **APPENDIX B** is the District's prequalification template. Respondent must complete the prequalification template, certify its answers under penalty of perjury, and attach all information requested therein. The completed, certified prequalification template, together with all attachments, constitutes respondent's SOQ.

Each SOQ must be certified under penalty of perjury. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify District and provide updated, accurate information in writing, under penalty of perjury.

VIII. EVALUATION

The District will evaluate all timely submitted SOQs. Each SOQ must be complete. Incomplete SOQs will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive and qualified.

Significant factors the District reasonably expects to consider in evaluating qualifications include, but are not limited to the following:

- All required licenses and registration to design and construct the Project, with no recent revocations or suspensions;
- Established performance history, including an absence of criminal or civil violations or significant disputes;
- Capacity to obtain required bonds and insurance of the Project;
- Design expertise and experience (inc. related projects);
- Construction expertise and experience (inc. related projects);
- Acceptable safety record;
- Skilled labor force availability; and
- Financial capacity to complete the Project;
- Team experience with D-B including key staff with DBIA credentials;
- Team experience with facility/building type;
- Team performance record (quality, schedule, cost);
- Proposed team composition/past experience working together (capacity to manage this project as a DBE).

District may use other sources of information outside of the SOQs to investigate respondents or verify answers. District's investigation may extend beyond contacting project references identified in SOQs.

After completing its evaluation, the District will notify respondents selected for prequalification.

IX. FINAL DETERMINATION

Prequalification is at the sole discretion of the District. The District reserves the right to waive irregularities and omissions in the information contained in any SOQ, and to make all final determinations. The District further reserves the right to suspend or rescind prequalification at any time based on subsequently learned information.

The District makes no representation that participation in this RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ or other response to this RFQ.

WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT!

APPENDIX A

PROJECT DESCRIPTION

PROJECT: Student Success Center

PROJECT DESIGN AND CONSTRUCTION COST ESTIMATE:

\$79,800,000 (including estimating/design/contractors contingency)

PROJECT DESIGN, REVIEW, AND CONSTRUCTION SCHEDULE:

The Student Success Center is anticipated to be awarded to the successful Design-Builder in Q1 of 2020. It is anticipated that construction of this project will begin in Q1 of 2022 and will be completed by Q2 of 2023.

PROJECT DESCRIPTION:

The Student Success Center will be a one-stop shop for the students' activities and students' affair. The building will be approximately 60,000 to 80,000 ASF area and includes but not limited to demolition of existing Conlan Hall, Smith Hall and Statler Wing, excavation, retaining walls, site improvements, some limited parking for visitors and disabled, and a 2 to 3 story building. The construction may have to be in phases due to the occupant of Statler Wing, culinary program and food services. This project will obtain LEED Silver at a minimum, however, the goal is for higher.

ANTICIPATED SCOPE OF SERVICES:

The District is looking for an experienced design-build entity or team ("DBE") to be a proactive team-member in delivering this project within the Anticipated Project Time Frame, Project Design and Construction Cost Estimate, and with a high level of Design-Excellence. The scope of work includes, but is not limited to, providing design services, preconstruction services, project management services, labor, hazardous materials abatement, demolition, coordination, materials, tools, and equipment to complete construction of the above-mentioned Project in San Francisco, CA. The following list outlines the types of services that the DBE may provide upon selection and award of a DBE contract. The list is not intended to be exhaustive and the services described in the final form of the Design Build Agreement will be more explicit. The purpose of the list is to provide the DBE a frame of reference in responding to the questionnaire that follows.

The Design-Builder will be responsible for all design, permitting, agency (including, without limitation, Division of the State Architect ["DSA"] review and approval, construction and agency (including DSA) close-out of the Project, in accordance with the design criteria and District's Design Standards (to be provided by the District in the RFP Phase). Such services shall include, without limitation:

1. Provide project management of Design-Builder's work activities from design to permitting and agency approvals through completion of construction and close-out, including DSA final close-out. The District will pay all agency fees.

2. Provide full design and engineering services (including, without limitation, geotechnical and survey services) necessary to complete the design and secure approval of all agencies, including, without limitation, DSA, for the Project and in accordance with the District's Design Standards. Design services generally required are evaluation of the site and of the design criteria documents and other Project-related information; preparation of a preliminary schedule and preliminary estimate; coordinating and obtaining all planning permits; preparing design development documents, including supporting the District's design review process, attending design review meetings and resolving review comments to the satisfaction of the District; preparing construction documents; securing design approval of DSA and other agencies; and performing work necessary to prepare and submit an acceptable Guaranteed Maximum Price ("GMP") proposal.
3. Provide accurate and timely estimates of Project costs, as will be described in the Design-Build Agreement.
4. Develop the Guaranteed Maximum Price ("GMP"), in conjunction with the District, for the Project, as will be set forth in the RFP and Design-Build Agreement, and provide a commitment to the GMP. Such work will include some or all of the following, without limitation, design completion, value engineering, detailed cost estimating (including variables and options in order to meet the District's budget), and development of the different trades' scopes of work, bidding, and preparation of a phased GMP proposal. A minimum of three bids, or "Best Value" proposals, is expected for each trade, except that, for work to be performed by the Design-Builder or any prequalified subcontractor listed in the Proposal, the Design-Builder shall submit sufficient information to establish that its price is competitive and reasonable for the area.
5. Provide all construction work necessary to complete the project. Construction services generally required are execution of subcontracts; provide on-site support and logistics, including but not limited to temporary construction office trailers and equipment; supervise and direct the work; ensure a safe project/site; participate in project meetings; manage the construction costs (ensure costs allocated to construction contingency have entitlement and meet the contract requirements prior to submission to the District Representative); coordinate the work with the different subcontractors in an efficient manner; update the monthly construction schedule; coordinate equipment start-up and acceptance testing; training; prepare record construction documents; and close-out of the project. Necessary accommodations will need to be made to ensure normal educational activities are minimally impacted during the construction process.
6. Provide construction planning, phasing and scheduling during design and through construction completion.
7. Develop and maintain a Project schedule that incorporates all tasks and approvals of all involved parties necessary to complete the Project within the contract durations.
8. Provide preconstruction and construction quality assurance.

BONDS REQUIRED:

As part of the RFQ Response, each firm is required to provide evidence of available bonding capacity of \$80,000,000 + for this Project.

CONTRACTOR’S LICENSE:

Respondents must have a valid California Contractor's A or B-License to submit qualifications for this project.

PUBLIC WORKS CONTRACTOR REGISTRATION:

Contractors participating in this RFQ must be registered as public works contractor with the Department of Industrial Relations, State of California, in accordance with Labor Code section 1771.1

SMALL AND LOCAL BUSINESS ENTERPRISES:

The District has a goal of small business participation at 25% on this project. Accepted SBE certifications are the California Department of General Services, or the San Francisco Human Rights Commission.

HIRE LOCAL WORKERS POLICY:

The Board of Trustees has adopted a policy intended to target employment opportunities created by the District’s construction contracts to its qualified students, particularly graduates of its construction job training programs. In addition, Respondents on this project are encouraged to recruit and hire qualified residents of the City and County of San Francisco for work created by this project, as feasible.

PREVAILING WAGES:

Respondent’s attention is called to the requirements for payment of prevailing wages for work not covered by the PLA.

PLA: A PLA will be in place for this Project. **The winning bidder shall follow the rules and regulations of the PLA.**

Qualification Conditions

Answers to questions contained in the attached Questionnaire and provision of the Financial Statement are required, including a complete statement of Respondent's financial ability. Firms must have provided comparable Design-Build Entity services, including preconstruction service, scheduling, budgeting, and managing the construction of comparable complex office projects in confined urban settings.

Interested Design-Build Entities shall closely examine the specific requirements and questions in the questionnaire and submit RFQ Responses as directed.

Any questions or requests for clarification must be submitted in writing to Marian Lam, 50 Frida Kahlo Way, B606, San Francisco, CA 94112, or email at facilities@ccsf.edu and fsamsami@kitchell.com, no later than 3:00 p.m., December 9, 2019. The District will not provide any oral clarifications or modifications to the RFQ or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarification or modifications to the RFQ. No Respondent shall rely on any oral clarification or modification to the RFQ. Any addenda issued will be e-mailed to all firms who are known by the District to have received a set of prequalification documents.

By submittal of a proposal, the prospective Design-Build Entity commits to providing the key staff named in the submittal and that the assigned individuals will remain on the Project throughout design and, subject to their remaining with the firm. The proposed key staff shall attend the interview during the request for proposal phase. The district reserves the right for final approval of each key staff member that will be assigned to this project. The design-build entity (including the General Contractor and Architect of Record) may not substitute any key team members for this project, without written approval by the district.

A Design-Build Contract will be awarded in the contract form identified by the District during the RFP phase. The Contract will be authorized and awarded in the sole discretion of the District. Significant changes in terms of contract will not be considered.

The District expressly reserves the right to modify any portion, postpone or cancel this RFQ at any time, and/or reject any and all submissions without indicating any reason. No submission documents will be returned. Modifications, if any, made by the District to the RFQ will be in writing and distributed to the Respondents.

Unless and except when requested to do so in writing by the District or as otherwise permitted by this RFQ, Respondents shall not, prior to completion of the RFQ, communicate, either verbally or in writing, with: (i) any member of the RFQ Selection Committee; (ii) any consultant or professional retained by the District for the purpose of providing the District advice or professional services in respect to the Project or the RFQ; or (iii) any employee or representative of the District.

No compensation is offered for any work performed or expense incurred related to this RFQ. Submissions are entirely voluntary. Except for materials deemed Trade Secrets (as defined in California Civil Code §3426.1) and materials specifically marked "Confidential" or "Proprietary," all original documents including electronic files submitted in response to this RFQ become the property of the District, and any materials submitted by any firm (other than the financial statements) may be used for any purpose by the District after the Design-Build firm is selected. If any firm's submission is late or incomplete in any way, that proposal may be rejected as non-responsive.

The District reserves the right to modify the project schedule and/or budget.

APPENDIX B

STANDARD TEMPLATE FOR STATEMENT OF QUALIFICATIONS

SUBMISSION OF QUALIFICATIONS

Package 1

In one package, include one (1) bound original, two (3) bound copies and one thumb drive containing all information in electronic (.pdf) format:

Firm's Prequalification Questionnaire including all sections and the required Project Data Sheets and all other attachments indicated. RFQ Response shall be organized in Sections 1 through 6 corresponding to the Questionnaire. Supplemental sheets shall be included in the Section to which they relate and shall reference the question number.

- (1) Section 1 – Information about Design-Build Entity Members
- (2) Section 2 - Essential Requirements including letters about available bonding capacity and insurance. Letter about bonding capacity shall state firm has capacity for this project, valued at \$80,000,000.
- (3) Section 3 - Organization Information and Performance (may exclude the answer to item number A-27)
- (4) Section 4 - Project Data Sheets, including references.
- (5) Section 5 - Team organization chart and Resumes, including references.
- (6) Section 6 - Affidavit completely executed as appropriate for the type of firm.

**Please mark envelope with your firm name and:
"Student Success Center - DBE Proposal Package 1"**

Package 2

In a separate envelope, one (1) original for each of the following:

- (1) Section 7 - Audited Financial Statement
- (2) Section 7 - Certificate of Licensed Public Accountant
- (3) Section 7 - Accountant's Release Letter
- (4) One (1) response to Section 3, item A-27, regarding financial statement shall be included in Package 2

The certificate of a licensed Certified Public Accountant will be required in all cases. It will be acceptable for the accountant to submit a certificate in the accountant's own words. However, such qualifications shall not be so extensive as to nullify the value of the statement or its usefulness to the District. Accountant's Release Letter will be required. The District may verify financial statement validity with responsible accountant.

**Please mark envelope with your firm name and:
"Student Success Center - DBE Proposal Package 2 – Confidential"**

RFQ Responses shall be hand-delivered, or U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:

San Francisco Community College District
Attn: **Marian Lam**
Acting Director of Facilities Management
50 Frida Kahlo Way, B606
San Francisco, CA 94112

EMAIL OR FAXED STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED. It is the Respondent's responsibility to verify that the Respondent's RFQ Response has been received by the District prior to the latest date/time for submissions. Verification of receipt can be made by emailing facilities@ccsf.edu.

PRE-QUALIFICATION SECTIONS:

SECTION 1 – INFORMATION ABOUT DESIGN-BUILD ENTITY MEMBERS

SECTION 2 – ESSENTIAL REQUIREMENTS FOR QUALIFICATION

SECTION 3 – ORGANIZATION HISTORY AND PERFORMANCE; COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

SECTION 4 - RECENT CONSTRUCTION PROJECTS COMPLETED

SECTION 5 – KEY STAFF AND TEAM ORGANIZATION FOR THIS PROJECT

SECTION 6 – AFFIDAVITS

SECTION 7 – FINANCIAL STATEMENTS (PACKAGE 2)

SCORING:

SCORING:

SECTION 2 = PASS OR FAIL

SECTION 3 = 100 POINTS

SECTION 4 = 175 POINTS

SECTION 5 = 175 POINTS

SECTION 7 = 50 POINTS

TOTAL MAX POINTS = 500 POINTS

I. INFORMATION ABOUT DESIGN-BUILD ENTITY MEMBERS

Contact Information

General Contractor Name: _____

Architect of Record Name: _____

Design-Build Entity Contact Person: _____

Address: _____

Phone: _____

Fax: _____

Design-Build Entity Member(s)
 (List all legal entities being pre-qualified. We expect the following subcontractors to be prequalified: Structural and MEP. Please list all (preferably three of each subcontractors) subcontractors if you are seeking to pre-qualify multiple.

Discipline (i.e. general contractor, architect, engineer, electrical Contractor, etc.)	Name	Legal Entity (i.e. corporation, partnership, sole proprietor)
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For all partnerships or other associations listed above that are not legal entities, please provide a copy of the agreement creating the partnership or association.

I(A) INFORMATION ABOUT THE GENERAL CONTRACTOR

- 1. Name of General Contractor: _____
- 2. Date of company formation or incorporation: _____
- 3. State of formation or incorporation: _____
- 4. How many persons does the General Contractor currently employ: _____

5(a) If the General Contractor is a corporation, provide the following:

Provide information for each officer of the corporation and owners of 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

5(b) If the General Contractor is a sole proprietorship, please complete the following:

Owner	Years as Owner

5(c) If the General Contractor is a joint venture or partnership, provide the following for each member of the joint venture or each partner.

(Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the General Contractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If “yes,” explain on a separate page.

7. Is the General Contractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If “yes,” explain on a separate page.

8. State the General Contractor’s gross revenues for each of the last three years:

YEAR: _____ YEAR: _____ YEAR: _____

\$ _____ \$ _____ \$ _____

9. List all California contractor license numbers, classifications and expiration dates currently held by the General Contractor:

License Number	Trade Classification	Date Issued	Expiration Date

10. Has the General Contractor changed names or license numbers in the past five years?

Yes No

If “yes,” explain on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the General Contractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If “yes,” explain on a separate page.

12. Surety Information for General Contractor:

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

13. List all other sureties (name and full address) that have written bonds for the General Contractor during the last five years, including periods during which each wrote the bonds:

Surety	Address	Periods of Coverage

I(B) INFORMATION ABOUT THE ARCHITECT

Definitions:

- “Architect of Record” shall mean the Architect whose stamp will appear on project documents.

1. If the Architect of Record's firm is different from that of the General Contractor, please answer the following:

1(a) Date of company formation or incorporation: _____

1(b) State of formation or incorporation: _____

1(c) How many persons does the Architect’s firm currently employ: _____

1(d) If the Architect’s firm is a corporation, provide the following information for each officer of the corporation and owners of 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

1(e) If the Architect is a sole proprietorship, complete the following:

Owner	Years as Owner

1(f) If the Architect’s firm is a joint venture or partnership, provide the following information for each member of the joint venture or each partner.

(Attach additional pages if necessary)

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

1(g) Has there been any change in ownership of the Architect’s firm during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If “yes,” explain on a separate page.

- 1(h) Is the Architect's firm a subsidiary, parent, holding company or affiliate of another firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If "yes," explain on a separate page.

- 1(i) Has any corporate officer or owner of the Architect's firm, worked for any other architectural firms in the past five years?

(NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If "yes," explain on a separate page.

- 1(j). Has the Architect's firm changed names in the past five years?

Yes No

If "yes," explain on a separate page including reason for change.

2. Provide the following information for all known Architects who will be designing the project:
(Attach additional pages if necessary)

Architect	License Number	Years in Practice

3. Attach a copy of the Architect of Record's resume.

I(C) INFORMATION ABOUT PRINCIPAL ENGINEERS/SPECIALTY CONSULTANTS

The nature of the project will dictate the discipline(s) of the Principal Engineer(s)/Specialty Consultant(s). The Design- Build Entity should make sure to pre-qualify the following four (4) firms only. Any other submissions will not be reviewed: Structural, Mechanical, Electrical and Plumbing. **Attach copies of I(C) for each firm.**

1. Provide the following information:

Name: _____

License Number: _____

Engineering Discipline: _____

Years in Practice: _____

2. If the firm of the Principal Engineer is different from that of the General Contractor or Architect of Record, please answer the following:

2(a) Date of company formation or incorporation: _____

2(b) State of formation or incorporation: _____

2(c) How many persons does the Engineer's firm currently employ: _____

2(d) If the Principal Engineers firm is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

2(e) If the Principal Engineer is a sole proprietorship, complete the following:

Owner	Years as Owner

2(f) If the Principal Engineer’s firm is a joint venture or partnership, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

2(g) Has there been any change in ownership of the Principal Engineer’s firm during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If “yes,” explain on a separate page.

2(h) Is the Principal Engineer’s firm a subsidiary, parent, holding company or affiliate of another firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If “yes,” explain on a separate page.

2(i) Has any corporate officer or owner of the Principal Engineer’s firm worked for any other engineering firms in the past five years?

(NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If “yes,” explain on a separate page.

2(k). Has the Principal Engineer’s firm changed names in the past five years?

Yes No

If “yes,” explain on a separate page including reason for change.

3. Attach a copy of the Principal Engineer’s resume.

I(D) INFORMATION ABOUT SUBCONTRACTORS

The Design- Build Entity should make sure to pre-qualify the following four (4) subcontractors only. Any other submissions will not be reviewed: Structural, Mechanical, Electrical and Plumbing. **Attach copies of Section I(D) for each subcontractor.**

- 1. Name of Subcontractor: _____
- 2. Date of company formation or incorporation: _____
- 3. State of formation or incorporation: _____
- 4. How many persons does the Subcontractor currently employ: _____

5(a) If the Subcontractor is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

5(b) If the Subcontractor is a sole proprietorship, complete the following:

Owner	Years as Owner

5(c) If the Subcontractor is a joint venture or partnership, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Subcontractor during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If “yes,” explain on a separate page.

7. Is the Subcontractor a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If “yes,” explain on a separate page.

8. State the Subcontractor’s gross revenues for each of the last three years:

YEAR: _____ YEAR: _____ YEAR: _____

\$ _____ \$ _____ \$ _____

9. List all California contractor license numbers, classifications and expiration dates currently held by the Subcontractor:

License Number	Classification	Date Issued	Expiration Date

10. Has the Subcontractor changed names or license numbers in the past five years?

Yes No

If “yes,” explain: on a separate page.

11. Has any owner, partner, CSLB qualifier or corporate officer of the Subcontractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If “yes,” explain on a separate page.

12. Surety Information for Subcontractor:

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

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

Surety	Address	Period of Coverage

II. ESSENTIAL REQUIREMENTS FOR THE DESIGN-BUILD ENTITY

Respondents will be immediately disqualified if the answer to any of the questions 1, 2, 3, 4, 5, 10, 11, 12, or 15 is “No”.

Respondents will be immediately disqualified if the answer to any of the questions 6, 7, 8, 9, 13, or 14 is “Yes”.

Definitions:

The term “Associates” shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint ventures of the joint venture contractor which is seeking prequalification.

1. Does the General Contractor and each proposed Subcontractor possess a current California contractor’s license for the project for which it intends to submit a proposal?

Yes No

2. Does the General Contractor have a liability insurance policy with a policy limit of at least \$5,000,000 per occurrence and \$10,000,000 aggregate from a California admitted company with an A.M. Best rating of A or better and a Financial Condition rating of IX or better?

Yes No

If yes, provide the following information. (Attach a separate page if more than one policy.)

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

3. Does the General Contractor and each proposed Subcontractor have current workers' compensation insurance policies as required by the Labor Code or are legally self-insured pursuant to Labor Code sections 3700 et. seq.?

Yes No

If yes, provide the following information. (Attach a separate page if more than one policy)

Insured

Carrier

Policy Number

4. Has the latest copy of an audited financial statement (no more than two years old) with accompanying notes been attached for the General Contractor? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)

Yes No

5. Has 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 been attached, which states that: (a) your firm's current bonding capacity is sufficient for the project for which you seek pre-qualification at a value of \$80,000,000? (Statement must be from the surety company, not an agent or broker.)

Yes No

6. Has any contractor license held by the General Contractor or its associates or any of the proposed Subcontractors or their associates, been revoked or suspended within the last five (5) years?

Yes No

7. Has a surety firm completed a contract or paid for completion of a contract on behalf of any member of the Design-Build Entity because they were terminated by the project owner within the last five (5) years?

Yes No

8. Within the last five years was the General Contractor or any proposed Subcontractor declared ineligible to bid on a public works contract, to be awarded a public works contract, or to perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes No

9. Has any member of the Design-Build Entity (contractors, architects, engineers or others) or any member's associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?

Yes No

10. Do all Architects and Engineers who are expected to work on the project possess current California professional licenses for the services which they intend to provide?

Yes No

11. Is the Architect of Record covered by a professional liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$5,000,000 aggregate from a California admitted company that provides coverage for work on a design-build contract?

Yes No

If yes, provide the name of the insurance company, policy number, and policy limits.

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

12. Are all Principal Engineers covered by a professional liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$5,000,000 aggregate from a California admitted company that provides coverage for work on a design-build contract?

Yes No

If yes, provide the name of the insurance company, policy number, and policy limits.
(Attach a separate page if more than one policy.)

Insurance Company

Policy Number

Policy limit per occurrence

Aggregate policy limit

13. Has any professional license held by any Architect who will provide services been revoked at any time in the last five years?

Yes No

14. Has any professional license held by any Engineer who will provide services been revoked at any time in the last five years?

Yes No

15. Does the General Contractor and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

Yes No

III. SCORED QUESTIONS

III(A) ORGANIZATIONAL AND PERFORMANCE INFORMATION FOR THE GENERAL CONTRACTOR

Definitions:

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint ventures of the joint venture contractor which is seeking prequalification.

A-1 How many years has the General Contractor been licensed in California?

Years: _____

A-2. Is the General Contractor or its associates currently the debtor in a bankruptcy case?

Yes

No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

A-3. Was the General Contractor or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)

Yes

No

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

A-4. At any time in the last five years has the General Contractor or its associates been assessed liquidated damages of more than \$50,000 on a construction contract with either a public or private owner?

Yes No

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

A-5. Has the General Contractor or its associates ever defaulted on a construction contract?

Yes No

If "yes," explain on a separate page.

A-6. In the last five years has the General Contractor or its associates, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

A-7. Has the General Contractor or its associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

Yes No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner.)

A-8. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the General Contractor or its associates concerning their work on a construction project?

Yes

No

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

A-9. In the past five years has the General Contractor or its associates made any claim in excess of \$50,000 against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes

No

If “yes,” on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

A-10. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the General Contractor or its associates due to non- payment or contractor losses?

Yes

No

If “yes,” on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

A-11. Has the General Contractor or its associates 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 entity?

Yes No

If “yes,” explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

A-12. Has the General Contractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If “yes,” explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

A-13. Has the General Contractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If “yes,” identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.

A-14. During the last five years, has there ever been a period of time when the General Contractor or its associates had no surety bond in place during a public construction project when one was required?

Yes No

If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

A-15. Has CAL OSHA cited and assessed penalties against the General Contractor or its associates for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

(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

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

A-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the General Contractor or its associates in the past five years?

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

Yes No

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

A-17. Has the EPA, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the General Contractor or its associates or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

Yes No

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

A-18. How often does the General Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

A-19. List the General Contractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: _____	EMR: _____
Year: _____	EMR: _____
Year: _____	EMR: _____

If your EMR for any of these three years is 1.00 or higher you may attach a letter of explanation.

A-20. Within the last five years has there ever been a period when the General Contractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the General Contractor for the last five years. (If the General Contractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business.)

A-21. Has there been more than one occasion during the last five years in which the General Contractor or its associates was required to pay either back wages or penalties for failure to comply with the **state's** prevailing wage laws?

Yes No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

A-22. During the last five years, has there been more than one occasion in which the General Contractor or its associates have been penalized or required to pay back wages for failure to comply with the **Federal** Davis-Bacon prevailing wage requirements?

Yes

No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

A-23. If the General Contractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

A-24. At any time during the last five years, has the General Contractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes

No

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings

A-25. Do agreements exist between the General Contractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticable crafts which may be employed by the General Contractor on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticable craft within the period of October, 1999 to October, 2001.)

Yes No

A-26. If seeking to prequalify for a School District project, has the General Contractor built K-12 public schools in the last 5 years?

Yes No

If "yes," how many? _____

If seeking to pre-qualify for a Community College District project, has the General Contractor built public colleges in the last 5 years?

Yes No

If "yes," how many? _____

A-27. Please fill in the following blanks based on the General Contractor's attached financial statement. This question may be sealed with Package 2:

Current Assets: \$ _____
Current Liabilities: \$ _____
Total Net Worth: \$ _____
Current Ratio (Assets/Liabilities): _____
Working Capital (Current Assets - Current Liabilities): \$ _____

Contractor must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required audited or certified financial statement.

A-28. Does the General Contractor have experience with multi-story building on a sloped site with retaining walls, below grade level?

Yes No

If "yes," how many? _____

A-29. Does the General Contractor have similar experience in construction of an office building, student services or student development building?

Yes No

If "yes," how many? _____

A-30. Has the General Contractor successfully managed a project over \$80,000,000 that included a significant goal for small and local business participation at 25%?

Yes No

If "yes," how many? _____

III(B) ORGANIZATIONAL AND PERFORMANCE INFORMATION FOR THE ARCHITECT OF RECORD

Definitions:

- “Architect of Record” shall mean the Architect whose stamp will appear on project documents.
- “Firm” shall mean the firm which employs the Architect of Record whether it is the General Contractor, a separate Architectural firm, or other firm.

Name of Architect of Record: _____

Name of Firm: _____

B-1. How many years has the Architect of Record been licensed and practicing in California?

Years: _____

B-2. Is the firm currently the debtor in a bankruptcy case?

Yes No

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

B-3. Was the firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question B-2, above)

Yes No

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

B-4. In the last five years has the Architect of Record or the firm, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes

No

If “yes,” explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

B-5. Has the Architect of Record or the firm ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

Yes

No

If “yes,” on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

B-6. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Architect of Record or the firm concerning its architectural work on a project?

Yes

No

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

B-7. In the past five years has the Architect of Record or the firm, made any claim in excess of \$50,000 against a project owner concerning its architectural work on a project and filed that claim in court or arbitration?

Yes

No

If “yes,” on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description

of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- B-8. In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Architect of Record or the firm, based on non-payment or losses?

Yes No

If “yes,” on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

- B-9. Has the Architect of Record or the firm 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 No

If “yes,” on a separate page identify who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

- B-10. Has the Architect of Record or the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If “yes,” on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- B-11. Has the Architect of Record or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If “yes,” on a separate page identify the person or persons convicted, the court and case number, the crimes and the year convicted.

B-12. If seeking to prequalify for a School District project, has the Architect of Record designed K-12 public schools in the last 5 years?

Yes No

If "yes," how many? _____

If seeking to pre-qualify for a Community College District project, has the Architect of Record designed public colleges in the last 5 years?

Yes No

If "yes," how many? _____

B-13. Has the Department of Consumer Affairs taken any disciplinary action against the Architect of Record?

Yes No

If yes, please explain on a separate page.

B-14. Does the Architect of Record have experience with designing of multi-story building on a sloped site with retaining walls, and below grade level?

Yes No

If "yes," how many? _____

B-15. Does the Architect Record have similar experience in design of an office building, student services or student development building?

Yes No

If "yes," how many? _____

III(C) ORGANIZATIONAL AND PERFORMANCE INFORMATION FOR THE PRINCIPAL ENGINEER/SPECIALTY CONSULTANT

Definitions:

- “Firm” shall mean the firm that employs the Principal Engineer, whether it is the General Contractor, a separate engineering firm, or other firm.

The nature of the project will dictate the discipline(s) of the Principal Engineer(s)/Specialty Consultant(s). The Design- Build Entity should make sure to pre-qualify the following four (4) firms to the project. Any others will not be scored: Structural, Mechanical, Electrical and Plumbing. Attach copies for each firm.

Name of Principal Engineer: _____

Name of Firm: _____

C-1. How many years has the Principal Engineer been licensed and practicing in California?

Years: _____

C-2. Is the firm currently the debtor in a bankruptcy case?

Yes No

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

C-3. Was the firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question C-2, above)

Yes No

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

C-4. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Principal Engineer or the firm concerning its engineering work on a project?

Yes No

If “yes,” identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

C-5. In the last five years has the Principal Engineer or the firm been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

If “yes,” explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

C-6. Has the Principal Engineer or the firm ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

Yes No

If “yes,” on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

C-7. In the past five years has the Principal Engineer or the firm made any claim in excess of \$50,000 against a project owner concerning engineering work on a project and filed that claim in court or arbitration?

Yes No

If “yes,” on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

C-8. In the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Principal Engineer or the firm based on non-payment or losses?

Yes No

If “yes,” on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

C-9. Has the Principal Engineer or the firm 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 No

If “yes,” on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.

C-10. Has the Principal Engineer or the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If “yes,” on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

C-11. Has the Principal Engineer or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If “yes,” on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.

C-12. If seeking to prequalify for a School District project, has the Principal Engineer designed K-12 public schools in the last 5 years?

Yes No

If “yes,” how many? _____

If seeking to pre-qualify for a Community College District project, has the Principal Engineer designed public colleges in the last 5 years?

Yes No

If “yes,” how many? _____

C-13. Has the Department of Consumer Affairs taken any disciplinary action against the Principal Engineer?

Yes No

If yes, please explain on a separate page.

C-14. Does the Principal Engineer have experience with designing of multi-story building on a sloped site with retaining walls, and below grade level?

Yes No

If “yes,” how many? _____

C-15. Does the Principal Engineer have similar experience in design of an office building, student services or student development building?

Yes No

If “yes,” how many? _____

III(D) ORGANIZATIONAL AND PERFORMANCE INFORMATION FOR OTHER SUBCONTRACTOR(S)

The Design- Build Entity should make sure to pre-qualify the following four (4) subcontractors to the project only. Any other submissions will not be scored: Structural, Low Voltage, Mechanical, and Electrical. Attach copies for each subcontractor.

Definitions:

The term “Associates” shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the contractor.
- All current officers of a contractor which is a corporation.
- All current partners of a contractor which is a partnership.
- All current joint ventures of the joint venture contractor which is seeking prequalification.

Subcontractor Name: _____

D-1. How many years has the Subcontractor been licensed in California?

Years: _____

D-2. Is the Subcontractor or its associates currently the debtor in a bankruptcy case?

Yes No

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

D-3. Was the Subcontractor or its associates in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question F-2, above)

Yes No

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

D-4. At any time in the last five years has the Subcontractor or its associates been assessed liquidated damages of more than \$50,000 on a construction contract with either a public or private owner?

Yes No

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

D-5. In the past five years has the Subcontractor or its associates ever defaulted on a construction contract?

Yes No

If "yes," explain on a separate page.

D-6. In the last five years has the Subcontractor or its associates been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

D-7. Has the Subcontractor or its associates ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible bidder?

Yes No

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, or other contractors.

D-8. In the past five years has any claim in excess of \$50,000 been filed in court or arbitration against the Subcontractor or its associates concerning their work on a construction project?

Yes

No

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

D-9. In the past five years has the Subcontractor, or their associates, made any claim in excess of \$50,000 against a project owner or a general contractor concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes

No

If “yes,” on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

D-10. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Subcontractor or its associates due to non-payment or contractor losses?

Yes

No

If “yes,” on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of therefusal.

D-11. Has the Subcontractor or its associates 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 entity?

Yes No

If “yes,” explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

D-12. Has the Subcontractor or its associates ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If “yes,” explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

D-13. Has the Subcontractor or its associates ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If “yes,” identify on a separate page the person or persons convicted, the court and case number, the crimes, and the year convicted.

D-14. During the last five years, has there ever been a period of time when the Subcontractor or its associates had no surety bond in place during a public construction project when one was required?

Yes No

If yes, indicate the period during which no surety bonds were in place, name of entity without surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

D-15. Has CAL OSHA cited and assessed penalties against the Subcontractor or its associates for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

(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

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

D-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Subcontractor or its associates in the past five years?

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

Yes

No

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

D-17. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Subcontractor, its associates, or the owner of a project during the time in which the preceding parties were performing on a contract in the past five years?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

Yes

No

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

D-18. How often does the Subcontractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

D-19. List the Subcontractor’s Experience Modification Rate (EMR) (California workers’ compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers’ compensation insurance carrier.)

Year: _____

EMR: _____

Year: _____

EMR: _____

Year: _____

EMR: _____

If your EMR for any of these three years is or was 1.00 or higher you may attach a letter of explanation.

D-20. Within the last five years has there ever been a period when the Subcontractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes

No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Subcontractor for the last five years. (If the Subcontractor has been in business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in business.)

D-21. Has there been more than one occasion during the last five years in which the Subcontractor or its associates was required to pay either back wages or penalties for failure to comply with the **state's** prevailing wage laws?

Yes

No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

D-22. During the last five years, has there been more than one occasion in which the Subcontractor or its associates has been penalized or required to pay back wages for failure to comply with the **Federal** Davis-Bacon prevailing wage requirements?

Yes

No

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

D-23. If the Subcontractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

D-24. At any time during the last five years, has the Subcontractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes

No

If “yes,” provide the date of the findings and attach a copy of the final decision.

Date of Findings

D-25. Do agreements exist between the Subcontractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices in the preceding five years, for all apprenticeable crafts which may be employed by the Subcontractor on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticeable craft within the period of October, 1999 to October, 2001.)

Yes

No

D-26. If seeking to prequalify for a School District project, has the Subcontractor performed on a contract to build K-12 public schools in the last 5 years?

Yes

No

If “yes,” how many? _____

If seeking to pre-qualify for a Community College District project, has the Subcontractor performed on a contract to build public colleges in the last 5 years?

Yes

No

If “yes,” how many? _____

D-27. Does the Subcontractor have experience with designing of multi-story building on a sloped site with retaining walls, and below grade level?

Yes

No

If “yes,” how many? _____

D-28. Does the Subcontractor have similar experience in design of an office building, student services or student development building?

Yes

No

If “yes,” how many? _____

IV. RECENT CONSTRUCTION PROJECTS COMPLETED

- 1. How many design-build projects have the General Contractor and Architect of Record involved in this Design-Build Entity ever worked together on?

- 2. List volume of construction and value of largest design-build project which the General Contractor and Architect have worked together on.

Volume_____ Largest Contract_____

3. General Contractor's three largest design-build projects within the last five years. The design-build projects may be public or private and located anywhere in the United States. Names and references must be **current** and **verifiable**. (Copy additional sheets)

Project Name: _____

Location: _____

Owner Name and Current Telephone Number: _____

Architect of Record's Name and Current Telephone Number: _____

Principal Engineer Name and Current Telephone Number: _____

Construction Manager Name and Current Telephone Number: _____

Description of Project, Scope of Work Performed: _____

Value of Original Contract: _____

Value of Contract including change orders: _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

4. General Contractor shall provide information about its five (5) most recently completed comparable projects on the Project Data Sheet below and sign the form. Names and references must be current and verifiable. Please use and attach additional signed sheets when needed to explain or clarify any response or to include more response with all requested information.

Comparable projects are preferably for student services/development facilities for California K-12 public schools or higher education institutions. For comparable projects, each project should be selected to demonstrate comparable features, including but are not limited to: (1) Office Buildings, (2) Multi-Story, (3) Sloped Site, (4) Higher educational facility of similar size, (5) Project exceeding \$80 Million Contract Price, (6) DSA experience, (7) LEED certification, (8) Experience working with difficult site conditions in an occupied campus, (9) Experience in working on a campus with multiple projects simultaneously at the same time.

PROJECT DATA SHEET

(A separate set of sheets must be prepared for each project submitted.)

Respondent’s reference checks and previous client’s comments on performance and cooperativeness weigh heavily in this evaluation. Projects must demonstrate Respondent’s performance in managing project cost and contract time for public works and comparable projects.

Is this project a public works project? YES NO

Is the applicant submitting this as a comparable project as described in the questionnaire?
YES NO

Project Name: _____

Project Address/Location: _____

Owner (Name of District Reference and Tel. No.): _____

Architect (Name and Tel. No. Email):

Construction Manager (Name and Tel. No.):
Email

Project Inspector (Name and Tel. No.):
Email

Business name of entity which constructed and managed this project:

Project Description/Scope of Work: _____

Construction Type: _____

Size (gross sq. ft.): _____

Original Contract Completion Date: _____

Actual Date of Completion: _____

Time Extensions Granted: _____

Project Delivery Method: _____

1. Was the project owner a college or institution for higher learning (whether public or private)?

YES NO

3. Did your firm act as the prime CM/General Contractor or Design-Build Entity during the construction phase for this project?

YES NO

Capacity (CM, subcontractor or GC)

3. Did your firm self-perform any of the work?

YES NO

If yes, please specify the trades you self-performed

4. Describe all ways this project was comparable to the Student Success Center.

5. Did the project include construction of the following types of structures, facilities or features (check all that apply):

Student Services Office Building Admin. Building

Large public space(s)

6. Did the project include multistory steel frame or concrete construction?

YES NO

7. Was the project under the jurisdiction of DSA (Division of the State Architect)?

YES NO

8. Did the project include multiple groups of end-users?

YES NO

9. Was the project completed on an urban site with access limitations?

YES NO

10. Cost at Bid: \$ _____

Cost at Completion: \$ _____

11. Describe the sources and/or causes of the above differences in costs with reference to the following categories:

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

Explain Other: _____

12. Was construction of the project begun and completed within the last seven (7) years?

YES NO

13. _____ 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:

14. Did the project include occupied facilities immediately adjacent to the project?

YES NO

15. What communication strategies used by your firm assisted the project team in mitigating the impacts of construction on the adjacent occupied facilities?

16. Did the project include underpinning of footings of buildings on adjacent properties?

YES NO

17. Did the project include adherence to critical path scheduling?

YES NO

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

19. What creative solution did your firm contribute to the project, which supported the project's success (e.g. value, engineering, phasing, innovation, new technology, etc.)?

20. Did the project require construction management services prior to construction? (At least one (1) of the submitted projects must have included performance of pre-construction services.)

YES NO

21. During preconstruction phases, did the project include:

Construction cost estimating/value engineering?

YES NO NA

Constructability review?

YES NO NA

Schedule analysis?

YES NO NA

22. Did the project include assistance with the client in developing bid packages, prequalification of subcontractors or analysis of the bids?

YES

NO

23. Were either liquidated damages or actual damages for delay assessed on this project?

YES

NO

Name of Project Director: _____

Name of Project Superintendent: _____

Name of Project Manager: _____

City College of San Francisco intends to contact references. It is your firm's responsibility to verify telephone numbers stated for references.

Client/Owner Name: _____

Client Contact: _____ Title: _____

Client Address: _____

Client City: _____ State: _____ Zip: _____

Client Phone: (____) _____ Fax: (____) _____

Client E-mail Address: _____

Architect/Engineer/
Consultants: _____

Architect/Engineer
Contact Name: _____ Phone: _____

Architect/Engineer
E-mail Address: _____

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

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____ Name _____

V. KEY STAFF AND TEAM ORGANIZATION FOR THIS PROJECT

1. Provide the following information for key staff members who will be managing the project during design and/or construction of the project. Key staff members must possess **at least seven (7) years of experience** to be considered:

Design-Build Entity Members	License Number (if applicable)	Years of Experience
General Contractor Project Manager		
General Contractor Design Manager		
General Contractor Superintendent		
General Contractor Project Executive or Director		
Architect of Record Project Manager		
Architect of Record Design Manager		
Architect of Record Executive		

2. Attach resumes of key staff listed
 - a. Identify Key staff members with DBIA credentials.
3. Attach an organizational (reporting) chart for the team.
 - a. Identify team experience/key staff members with facility/building type.
 - b. Identify team past experience working together.
4. The district reserves the right for final approval of each key staff member that will be assigned to this project.
5. The design-build entity (inc. General Contractor and Architect of Record) may not substitute any key team members on this project, without written approval by the district.

VI. AFFIDAVITS

NOTE: All members of the Design-Build Entity must sign. Copy this certification page for each legal entity.

I, the undersigned _____, certify and declare that I have read all the foregoing answers to this Pre-Qualification Questionnaire; that all responses are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

(Signature)

(Printed name)

(Place of Execution)

(Date)

(Design-Build Entity Member)

SIGN ONE OF THE FOLLOWING AFFIDAVITS

**AFFIDAVIT OF AN INDIVIDUAL
FOR A SOLE PROPRIETORSHIP**

I, an individual, _____, doing business as _____,

this _____ day of _____, 20____, in the city of _____, county

of _____, state of _____, hereby certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Signature of Applicant: _____

Printed Name of Applicant: _____

PARTNERSHIP AFFIDAVIT

I, a partner of _____, this _____ day of _____,

20____, in the city of _____, county of _____, state

of _____, hereby certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Signature of Applicant: _____

Printed Name of Applicant: _____

CORPORATION AFFIDAVIT

I, the _____ of _____,

this _____ day of _____, 20____, in the city of _____, county

of _____, state of _____, hereby certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct and that I have authority to bind the Contractor.

Signature of Applicant: _____

Printed Name of Applicant: _____

VII. FINANCIAL STATEMENTS

COMPLETE THIS CERTIFICATE FOR AN AUDIT OF FINANCIAL STATEMENT:

STATE OF: _____

We have examined the Financial Statement of _____ as of _____.
Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages ___ to ___ inclusive, present fairly, in all material respects, the financial position of _____ as of _____, and the results of their operations and their cash flows for the year(s) then ended in conformity with generally accepted accounting principles.

Print Name of Firm

Accountant must sign here

Telephone No.

License No.

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize this pre-qualifying agency to contact our company's licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Name Contractor's Signature

Title

Company Name

Date

PROCEDURE FOR APPEAL OF PRE-QUALIFICATION RESULTS

A Respondent who timely submits a RFQ Response that is not one (1) of the four (4) highest scored RFQ Responses may appeal its RFQ Response score (“RFQ Appeal”). RFQ Appeals must be in writing and must be submitted to Marian Lam, 50 Frida Kahlo Way Avenue, B606, San Francisco, CA 94112, or email at facilities@ccsf.edu by 3:00 PM on the fifth (5th) calendar day after the issuance of the Determination of Pre-Qualified Design-Build Firms for the Project. The RFQ Appeal must include: (i) all factual basis for the RFQ Appeal; (ii) all evidentiary materials supporting the factual basis for the RFQ Appeal; and (iii) all legal authority supporting the RFQ Appeal. If a Respondent timely submits a RFQ Appeal strictly conforming to the foregoing, the District will schedule a RFQ Appeal Hearing within ten (10) days of the date of submittal of a RFQ Appeal. The District will endeavor to schedule the RFQ Appeal Hearing upon mutual agreement with the Respondent submitting the RFQ Appeal, but the District expressly reserves the right to unilaterally schedule the RFQ Appeal Hearing.

The District will call to order a three-member appeal panel made up of District staff or consultants. None of the appeal panel members shall have served on the panel that made the initial determination. The Respondent or his/her representative is invited to appear in person to bring before the appeal panel any additional or new information. The appeal panel advises the Respondent on the points where his/her rating has fallen below required limits, and allows the Respondent to speak on the issues. The Respondent is then released from the meeting, and the appeal panel members come to consensus on whether or not to allow the Respondent to pre-qualify. The Respondent is emailed or faxed notification of the appeal panel's decision within four (4) calendar days of the conclusion of the RFQ Appeals Hearing. The decision of the appeal panel is final and not subject to further administrative review.