

Exhibit “A”

Prequalification Questionnaire

A. CONTRACTOR'S INFORMATION

Firm name: _____

Address: _____

Telephone: _____ Fax: _____

Mobile Telephone: _____ E-mail: _____

By: _____ Date: _____

(Name of individual completing statement)

Years in business as a licensed contractor: _____

Types of work performed with own forces: _____

Years in business under current firm name: _____

Years at the above address: _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms That Are Corporations:

a. Date incorporated : _____

b. Type of corporation (e.g., S Corp., C Corp, LLC, etc.): _____

c. Under the laws of what state: _____

d. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent (10%) of the corporation's stock. Attached all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership	Social Security #

2. For Firms That Are Partnerships:

a. Date of formation: _____

b. Type of partnership (e.g., general, limited, etc.): _____

c. Under the laws of what state: _____

- d. Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attached all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership	Social Security #

3. For Firms That Are Sole Proprietorships:

- a. Date of commencement of business: _____
- b. Social security number of company owner: _____

C. ASSOCIATED FIRMS

Identify every construction firm and/or construction management firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attached all additional references and/or information on separate signed sheets. NOTE: For this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

Person’s Name	Construction Firm Name	Firm’s CSLB License No.	Dates of Person’s Participation with Company

D. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the firm at any time during the past three years?
 NOTE: A corporation whose shares are publicly traded is not required to answer this question.
 Q Yes Q No If “yes,” explain on a separate signed sheet.
2. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

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

Q Yes Q No If “yes,” explain on a separate signed sheet.

3. Are any corporate officers, partners or owners connected to any other construction firms.

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

Q Yes Q No If “yes,” explain on a separate signed sheet.

4. State your firm’s gross revenues for each of the past four (4) years:

Year	Gross Revenue
	\$
	\$
	\$
	\$

5. State your firm’s net profit for each of the past four (4) years:

Year	Net Profit
	\$
	\$
	\$
	\$

E. CONTRACTOR'S LICENSES

1. Contractor must be licensed in the State of California and must submit the following information:

a. Name of license holder exactly as on file with the California State License Board:

b. License classification(s): _____

c. License #'s: _____ Expiration Date(s): _____

d. Number of years license holder has held the listed license(s): _____

e. Number of years contractor has done business in California under contractor's license law:

f. Public Works Contractor Registration #: _____

2. Has your firm changed names or license number in the past five years?

Q Yes Q No If "yes," explain on a separate signed sheet, including the reason for the change.

F. PROJECT REFERENCES

Use exhibit A project sheet for each project to be evaluated for experience.

Provide exhibit A data sheets on at least *the 5 largest school* projects in which the Contractor has participated during the past five (5) years. The contractor may list other relevant projects that the District would like to have considered. Please ensure project references and telephone numbers are current.

District will assign points based on standardized questions that the District will ask Contractor's references.

G. EVALUATION CRITERIA

1. Essential Criteria

- a. Has your firm and/or any firm identified in Section B contracted for and completed construction of a minimum of five (5) California Public School District construction projects within the past five (5) years?

Q Yes Q No

- b. Has your firm and/or any firm identified in Section B and/or Section C ever defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) years?

Q Yes Q No

- c. Has your firm and/or any firm identified in Section B held a current, active license that has been consistently active for at least five (5) years and that has not been suspended or revoked?

Q Yes Q No

- d. Has your firm and/or any firm identified in Section B and/or Section C ever been terminated by any school district or other public agency on any project for any school district or other public agency within the State of California.

Q Yes Q No

2. Other Criteria

- a. Has your firm and/or any firm identified in Section B and/or Section C ever been assessed any penalties for non-compliance with state public contract laws and/or regulations, including public bidding requirements, within the past five (5) years? If yes, indicate on separate signed sheet(s) the project name(s), violation(s) and date(s) of incidents.

Q Yes Q No

- b. Has your firm and/or any firm identified in Section B and/or Section C ever been cited and/or assessed penalties by the EPA, any Air Quality Management District, any Regional Water Quality Control Board, or any other environmental agency within the past five (5) years? If yes, indicate on separate signed sheet(s) the project name(s), violation(s) and date(s) of citation.

Q Yes Q No

H. CONTRACTOR'S PROJECT PERSONNEL

Submit resumes and references of project personnel the contractor would utilize on District projects.

I. CONTRACTOR'S BONDING/SURETY

Contractors must fully comply with all bid conditions including, without limitation, a 10% bid bond, a 100% payment bond, and a 100% performance bond. Contractor's surety must be admitted and authorized to transact business as a surety in California. List all Contractor utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

1. Name of bonding company (not agency): _____
2. Address of company: _____
3. Name of agent: _____
4. Address of agent: _____
5. Telephone number of agent: _____
6. Years Contractor has been with this Surety: _____
7. Amounts paid out by or work performed by Surety in the past five (5) years that were in any way related to construction activities of Contractor and/or any firm identified in Section B and/or Section C (Please provide an explanation on separate signed sheets): \$ _____
8. Has your firm and/or any firm identified in Section B paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) at any time during the past five (5) years,? If yes, state the percentage paid. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so: % _____
9. During the past five years, has your firm and/or any firm identified in Section B and/or Section C, ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?: _____ If yes, provide details on a separate signed sheet indicating the date(s) when your firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.
10. Provide written evidence of your firm's total bonding capacity.

J. CONTRACTOR’S INSURANCE

Prospective Contractors must fully comply with all bid conditions including the following insurance coverage and associated limits.

Commercial Form General Liability Insurance, including Completed Operations Coverage	Minimum Requirement
– Limits of Liability	
Each Occurrence – Combined Single Limit: Bodily Injury & Property Damage	\$ 2,000,000
Personal and Advertising Injury	\$ 2,000,000
General Aggregate – Not Applicable to Comprehensive Form	\$ 4,000,000
Business Automobile Liability Insurance – Limits of Liability	
Each Accident – Combined Single Limit: Bodily Injury & Property Damage	\$ 1,000,000
Excess Commercial Liability/Umbrella	\$ 4,000,000
Workers Compensation	Statutory Limits

1. List all insurers Contractor utilized in the past five (5) years. Use separate signed sheet as necessary, with all requested information.
 - a. Name of insurance company (“Insurer”): _____
 - b. Address of Insurer: _____
 - c. Name of agent: _____
 - d. Address of agent: _____
 - e. Telephone number of agent: _____
 - f. Years Contractor has been with this Insurer: _____
 - g. Amounts paid out by Insurer in the past five (5) years that were in any way related to construction activities of your firm and/or any firm identified in Section B (Please provide an explanation on separate signed sheets):
 - h. Insurer’s “Best” rating: _____

K. WORKERS' COMPENSATION EXPERIENCE MODIFIER

1. State the Contractor's current Workers' Compensation Experience Modifier for the past five years:

Year	Modification Rate

2. Within the past five years has there ever been a period when your firm and/or any firm identified in Section B had employees but was without workers' compensation insurance or state-approved self-insurance?

Q Yes Q No

3. If yes, indicate on separate sheet(s) of paper the date(s) and reason(s) for the absence of workers' compensation insurance.

L. CONTRACTOR'S FINANCIAL INFORMATION

Contractor must submit a reviewed financial statement or one certified by an officer of the company for the past two (2) full fiscal years including balance sheets and profit and loss statements. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required reviewed financial statement.

M. CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing including all exhibits and attachments is true and correct:

Date: _____

Proper Name of Contractor: _____

Signature: _____

By: _____

Its: _____

PROJECT REFERENCE DATA SHEET

Provide exhibit A project reference data sheets on at least *the 5 largest K-12 public school* projects in which the Contractor has participated during the past five (5) years. If another form is utilized, then all of the following information must be included. The contractor may submit additional data sheets for other relevant projects that the District would like to have considered.

1. Project Name/Identification:

Your company: _____

Project name or description: _____

Project location: _____

Original completion date: _____ Date completed: _____

Contractors initial contract value (as of time of bid award): _____

Final contract value: _____

Liquidated damages involved (If yes, explain): _____

Project owner, contact and phone number: _____

Project construction manager or general contractor, contact and phone number: _____

Project architect, contact and phone number: _____

Did you make any claims, litigation or disputes with the project owner (describe): _____

Exhibit “B”

Prequalification Rating System

**PORTOLA VALLEY SCHOOL DISTRICT
PREQUALIFICATION EVALUATION PROCEDURE**

_____, 20__

Name of Contractor: _____

1. Confirm Essential Criteria (See Section G (1) of Questionnaire)

a. School Projects

Has the Contractor contracted for and completed construction of a minimum of five (5) California kindergarten to high school (“K-12”) public school construction projects within the past five (5) years? (Please circle one.)

Yes No

(If no, then Contractor is not qualified)

b. Default or Bankruptcy

Has the Contractor ever defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) year. (Please circle one.)

Yes No

(If yes, then Contractor is not qualified)

c. License

Has the Contractor held all current, active contractors license(s) necessary to perform its work for at least five (5) years and have those license(s) not been suspended or revoked? (Please circle one.)

Yes No

(If no, then Contractor is not qualified)

d. Disqualification

Has the Contractor ever been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California within the past five (5) years. (Please circle one.)

Yes No

(If yes, then Contractor is not qualified)

e. Termination

Has the Contractor ever been terminated by any school district or other public agency on any project for any school district or other public agency within the State of California within the past five (5) years. (Please circle one.)

Yes No

(If yes, then Contractor is not qualified)

2. Contact References

The District must contact each of Contractor's references from a minimum of three (3) of its most recent K-12 school district projects including the two (2) largest K-12 projects completed in the last five (5) years, unless the Contractor has not completed three (3) school district projects, in which case, the District will contact all of the Contractor's references for school projects plus the most recent references from other projects so that the District contacts a minimum of three (3) references for Contractor.

3. Complete Evaluation Worksheet

Insert total score from evaluation worksheet
Contractor must have 180 points or higher to qualify

TOTAL POINTS

4. Determination of Qualification Limit

Size of Contractor's largest project within the past five (5) years: \$ _____

Qualification Limit: \$ _____

**PORTOLA VALLEY SCHOOL DISTRICT
PREQUALIFICATION EVALUATION REFERENCE FORM**

_____, 20__

(To be utilized by District to evaluate references)

The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Contractor's performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and enter the average of the Total Numerical Rating of all the Evaluation Reference Forms for the Contractor at the corresponding place on the Evaluation Worksheet.

Section I – General Project Information

Name of Contractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency/School District:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project

Section II – Telephone Interview Questions

1. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the contractor cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to quality of work as either unsatisfactory, below average, average, or above average.**

2. Performance and Accountability

a. Scheduling – Rate the Contractor’s performance with regard to adhering to project schedules. Did the Contractor meet the project schedule? If not, was the delay attributable to the Contractor? **Please rate the Contractor with respect to scheduling as either unsatisfactory, below average, average, or above average.**

b. Subcontractor (Project) Management – Rate the Contractor’s ability to manage and coordinate subcontractors (if not subcontractors, rate the Contractor’s overall project management). Was the Contractor able to effectively resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to project management as either unsatisfactory, below average, average, or above average.**

- c. Change Orders – Rate the Contractor’s performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders or extras? Were the Contractor’s prices on change orders and extras reasonable? If not, provide specific examples. **Please rate the Contractor with respect to change orders as either unsatisfactory, below average, average, or above average.**

- d. Working Relationships – Rate the Contractor’s working relationship with other parties (i.e. owner, designer, subcontractors, etc.). Did the Contractor relate to other parties in a professional manner? If not, provide specific examples. **Please rate the Contractor with respect to working relationships as either unsatisfactory, below average, average, or above average.**

- e. Paperwork Processing – Rate the Contractor’s performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Contractor submit the required paperwork promptly and in a proper form? If not, provide specific examples. **Please rate the Contractor with respect to paperwork processing as either unsatisfactory, below average, average, or above average.**

Section III – Numerical Rating

If the contact person rates the Contractor unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Contractor's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	8	16	24	
2. Performance and Accountability					
a. Scheduling	0	3	7	10	
b. Subcontractor (project) Mgt.	0	3	7	10	
c. Change Orders	0	3	7	10	
d. Working Relationship	0	2	4	6	
e. Paperwork Processing	0	2	4	6	
				Total Numerical Rating	

Note: This worksheet is a template and will be tailored to specific trades and project size by the evaluation committee.

PORTOLA VALLEY SCHOOL DISTRICT PREQUALIFICATION EVALUATION WORKSHEET _____, 20__

Name of Contractor: _____

1. **Essential Criteria** (_____) Points

Deduct 100 points if any one of the essential criteria is not met. There is no need to complete the remainder of the evaluation if this is the case.

2. **References** _____ Points

Use the attached Evaluation Reference Form for each reference contacted for each contractor. Insert the average of all the scores from all references for each contractor.

Average Numeric Rating from Evaluation Reference Forms	=	Points
--	---	--------

3. **Years in Business Under Current License** (See Section E of Questionnaire)

10 or more years	=	15 Points
5 to 9 years	=	12 Points
2 to 4 years	=	8 Points
0 to 2 years	=	0 Points

4. **Size of Completed School Projects** (See Section F of Questionnaire)

Choose the one with the highest point value that contractor meets.

1 Completed Project larger than \$20 million	=	50 Points
5 Completed Projects larger than \$10 million	=	40 Points
3 Completed Projects larger than \$10 million	=	38 Points
5 Completed Projects larger than \$5 million	=	36 Points
3 Completed Projects larger than \$5 million	=	32 Points
5 Completed Projects larger than \$2 million	=	28 Points
3 Completed Projects larger than \$2 million	=	24 Points
3 Completed Projects larger than \$1 million	=	20 Points
3 Completed Projects larger than \$500 thousand	=	16 Points

5. **Liquidated Damages Per Project** (See Section F of Questionnaire)

0 Incidents	=	24 Points
1 to 3 Incidents	=	8 Points
4 or more Incidents	=	0 Points

6. **Surety Payment on behalf of Contractor** (See Section I of Questionnaire)

0 Incidents	=	15 Points
1 or more Incidents	=	0 Points

7. **Non-Compliance with Applicable Laws** (See Section G(2) of Questionnaire)

0 Projects	=	10 Points
1 Project	=	5 Points
2 or more Projects	=	0 Points

8. **Environmental Citations** (See Section G(2) of Questionnaire)

0 Incidents	=	10 Points
1 or more Incidents	=	0 Points

9. **Workers Compensation Modifier** (See Section K of Questionnaire)

Less than or equal to .75	=	10 Points
More than .75 and less than 1.0	=	5 Points
More than 1.0	=	0 Points

Note: This worksheet is a template and will be tailored to specific trades and project size by the evaluation committee.

10. **Financial Strength – Working Capital**- excluding line of credit (See Section L of Questionnaire)

10% or more of \$2 million	=	10 Points
----------------------------	---	-----------

11. **Financial Strength – Net Worth** (See Section L of Questionnaire)

Must equal 25% or more of the established bid limit.	=	10 Points
--	---	-----------

Maximum Points: = 220

TOTAL POINTS