Print Form

SFUSD SAN FRANCISCO PUBLIC SCHOOLS

# NOTICE TO PROSPECTIVE BIDDERS

## GENERAL CONTRACTOR
## and
## MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION AND UNDERGROUND PIPELINE SUBCONTRACTORS

# 2015 PREQUALIFICATION FOR SFUSD PROJECTS ELIGIBLE FOR STATE FUNDING

Includes:

**Part A. Instructions & Appeals Process**
**Part B. Pre-Qualification Questionnaire**
**Part C. Scoring Information**

**September 22, 2014**

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

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# 2015 PREQUALIFICATION FOR GENERAL CONTRACTORS AND MECHANICAL, ELECTRICAL AND PLUMBING SUBCONTRACTORS

# FOR STATE-FUNDING ELIGIBLE PROJECTS
# SAN FRANCISCO UNIFIED SCHOOL DISTRICT

# INSTRUCTIONS AND APPEALS PROCESS

## I. BACKGROUND AND OVERVIEW

The San Francisco Unified School District ("District") is prequalifying General Contractors ("Contractors") and Mechanical, Electrical, Plumbing, Fire Protection and Underground Pipeline subcontractors as required by AB 1565 (herein after referred to as "MEP Subcontractors") and holding one of the following licenses: **C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46** to bid on State-funding eligible projects. Projects will be going out to bid after January 1, 2015. These Modernization construction projects **include but are not limited to: Daniel Webster ES, McCoppin ES, Lafayette ES, McKinley ES, and Paul Revere ES**. These projects will range in size from $3 million to $10 million. If two or more business entities submit a bid on a project as a joint venture, or expect to submit a bid as part of a joint venture, each entity within the joint venture must be separately pre-qualified to bid.

Pursuant to AB 1565, starting January 1, 2014, it is mandatory that all General Contractors and MEP Subcontractors who intend to submit a bid on state-funding eligible projects must provide all materials requested in this Prequalification Application and be approved by San Francisco Unified School District to be on the final Qualified Bidder List prior to bidding any of these projects. MEP Subcontractors include any first-tier licensed subcontractor performing mechanical, electrical and/or plumbing that exceeds one-half of one percent and must be listed on bid documents per the Public Contract Code **and requires that the contractor hold one of the following licenses: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and C-46.**

Contractors and MEP Subcontractors must complete a prequalification questionnaire and a financial statement. Once a Contractor's/MEP Subcontractor's prequalification statement is submitted, the District will review the information and notify the Contractor/MEP Subcontractor if he/she meets the prequalification requirements. The Contractor/MEP Subcontractor will be eligible to bid on any State-funding eligible construction project bidding after January 1, 2015 that is within the Contractor's bonding and financial capacity.

Contractors and MEP Subcontractors will be placed on the Qualified Bidders List for one calendar year following the date of initial prequalification. The District reserves the right to request that Contractor(s) update prequalification forms on an annual basis.

The District also reserves the right to revoke, suspend or rescind the prequalification status of a Contractor due to changes in Contractor's status or the failure of a Contractor to update its status or information.

Bids for construction projects will not be accepted unless a Contractor and MEP Subcontractors are on the Pre-Qualified Bidders List.

The District reserves the right to use some or all of the information provided in this form for evaluation purposes.

While it is the intent of the prequalification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to the submission of bids, neither prequalification, or prequalification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

For information regarding the prequalification process and to secure the District's Prequalification documents, please contact Fe Bongolan, Contracts Administrator via e-mail at BongolanF@sfusd.edu or visit web site : http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html.

## II. PROJECT DESCRIPTIONS

As noted above, the construction projects include modernization of District facilities estimated to cost between **$3,000,000 and up to $10,000,000** per facility.

## III. PREQUALIFICATION PROCESS

The following process will govern the conduct of Contractor Prequalification for the District projects. A Contractor who submits prequalification responses thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

A. Submittal: Annual Prequalification information for this annual round of prequalification should be received by the District **no later than 2:00pm on November 7, 2014.** All prospective licensed Contractors who wish to Pre-qualify for work shall submit a complete Contractor Prequalification Questionnaire and Certification ("Questionnaire") in a sealed envelope to:

**San Francisco Unified School District**
**Contracts Administrator**
**Attn: Fe Bongolan**
**135 Van Ness Ave, Room 208**
**San Francisco, CA 94102**

Prequalification materials will only be accepted in accordance with the requirements of the law. The District reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole discretion.

Form Contractor shall complete the prequalification process and timely submit all documents as indicated in the Questionnaire. No other prequalification documents previously completed by Contractor will meet these requirements. All information requested in the Questionnaire must be provided in order to be considered "responsive" to the requirements of prequalification. The Questionnaire shall be submitted as one package – it shall not be submitted "piecemeal." Contractors shall submit one (1) completed Questionnaire with required attachments in "hard copy" format (i.e., 8-1/2" x 11" paper) in a sealed envelope. Any questions regarding this package should be directed to Fe Bongolan, Contracts Administrator via email at BongolanF@sfusd.edu. Submission of an incomplete and/or unclear Questionnaire may result in a determination that the Contractor is non-responsive and/or not qualified.

B. District's Review Information submitted in the Questionnaire, including but not limited to the reviewed financial statements, shall not be public information and shall not be open to public inspection, to the extent allowed by law. Contractors that have submitted a Questionnaire shall receive written notification of their prequalification status. All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose. The District reserves the right to reject all Questionnaires or to waive irregularities in any Questionnaire received, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a future public works project.

C. Addenda Any addenda issued will be posted to the District website by October 31, 2014. The receipt of all addenda must be acknowledged on the Contractor's Questionnaire.

D. Non-responsiveness A Contractor's Questionnaire may be deemed nonresponsive if:

1. The Questionnaire is not submitted on time.

2. Contractor does not provide all requested information.

3. The Questionnaire is not signed under penalty of perjury by individuals whom have the authority to bind the Contractor on whose behalf they are signing.

4. Information contained in the Questionnaire is not updated under penalty of perjury when it is no longer accurate.

5. Any information provided by the Contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after a Contractor has been determined to be qualified, the District reserves the right to revoke that determination at any subsequent time, to terminate any Contract awarded, and to cease making payments if it determines that any information provided by the Contractor was incomplete, misleading, inaccurate or false in any material manner.

## IV. QUALIFICATION CRITERIA

### Essential Criteria

As detailed herein, each potential Contractor must provide specific information that will be reviewed and scaled by the District. Certain qualifications are essential. Any potential Contractor who cannot satisfy all PART I "Essential Criteria", regardless of the ranking or ability to meet other criteria, will not be prequalified.

As stated above, each Contractor must satisfy all of the Essential Criteria, regardless of its ranking or ability to meet other criteria or the Contractor will not prequalify for District work. The Questionnaire also contains questions for which a numerical score will be given for specific answer(s). A Contractor must receive a minimum score of 67 points, regardless of its ability to meet other criteria, or the Contractor will not prequalify for District work. Even if a Contractor meets the Essential Criteria and receives at least the minimum number of points, the District reserves the right to disqualify it from bidding on other grounds.

The District will use some or all of the criteria set forth in the Questionnaire in qualifying each Contractor. The District reserves the right to modify the criteria and to add or delete criteria at its sole discretion at any time prior to opening the prequalification Questionnaires.

## APPEALING A QUALIFICATION FINDING

Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding. There is no appeal from a finding that a Contractor is not prequalified because of a failure to submit required information. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Contractor may appeal the District's decision as follows:

Prior to disqualification from the prequalification program, District will issue a Letter of Concern stating the discovered issues which may lead to disqualification. Contractors may request a Prequalification Administrative Review with authorized personnel from the District's Facilities Department. Prior to the meeting, the Contractor will be given the method for scoring the questionnaire and the reasons for concern. **Requests for the Prequalification Administrative Review may be submitted in writing from the prospective bidder to the District <u>within five (5) working days</u> from receipt of the Letter of Concern. Prequalification approval will not be restored without a favorable ruling following the Prequalification Administrative Review.**

Following a Prequalification Administrative Review, if the applicant is dissatisfied with the final decision, a written appeal may be submitted to the Chief Facilities Officer. **This written appeal must be requested <u>within ten (10) working days</u> following the Prequalification Administrative review referenced above.** The Chief Facilities Officer will appoint a senior Department officer to investigate this appeal. This officer will be independent of the prequalification decision process, will investigate the appeal, and make a recommendation to the Chief Facilities Officer, whose decision will be final.

SFUSD SAN FRANCISCO PUBLIC SCHOOLS

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# 2015 PREQUALIFICATION FOR SFUSD PROJECTS ELIGIBLE FOR STATE FUNDING

**QUESTIONNAIRE**

**September 22, 2014**

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

# PRE-QUALIFICATION QUESTIONNAIRE

## CONTACT INFORMATION

Firm Name: _____ Check One: ☐ Corporation
(As it appears on license) ☐ Partnership
☐ Sole Prop.

Contact Person: _____

Position: _____
(e.g., owner, partner, sole proprietor, shareholder)

Address: _____

Phone: _____ Fax: _____

Owner(s) of Company _____

Contractor's License Number(s):

_____

_____

_____

Requesting Pre-Qualification as:

☐ General Contractor

☐ Subcontractor

☐ Both

Acknowledge receipt of Addenda(s): _____

**PROJECT LIST**

The following is a list of the projects which are potentially subject to pre-qualification:

1. Daniel Webster Elementary School
2. McCoppin Elementary School
3. Lafayette Elementary School
4. McKinley Elementary School
5. Paul Revere Elementary School

The District reserves the right to amend this list at any time as necessary.

**NOTE: All information submitted in this Questionnaire, including financial statements, shall not be public information and shall not be open to public inspection, to the extent allowed by law.**

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

# PRE-QUALIFICATION QUESTIONNAIRE

## PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

**Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is "no."**

1. Contractor possesses a valid and current California Contractor's license for the project or projects for which it intends to submit a bid.

   ☐ Yes ☐ No

2. Contractor has a liability insurance policy with a policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate.

   ☐ Yes ☐ No

3. Contractor has current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.

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

4. Have you attached your latest copy of a reviewed financial statement with accompanying notes and supplemental information?

   ☐ Yes ☐ No

   **NOTE: In order to be acceptable, a financial statement must be reviewed in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. 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 financial statement.**

5. If you are a general contractor, have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states: that you have at least three million five hundred thousand dollars ($3,500,000) in bonding capacity?

   **(MEP subcontractors can skip this question)**

   ☐ Yes ☐ No

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

**Contractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is "yes." If the answer to question 8 is "yes," and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.**

6. Has your contractor's license been revoked at any time in the last five years?

☐ Yes ☐ No

7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

☐ Yes ☐No

8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

☐ Yes ☐ No

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

_____

9. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

☐ Yes ☐ No

## PART II. OTHER CRITERIA

**NOTE: Information regarding the scoring of questions in Part II can be found in the Scoring Information at the end of this document.**

### 1. Contractor's Organization

1.1 Form of entity of Contractor, i.e., corporation, partnership, etc.

_____

1.1.1 If a corporation, state the following:
State of incorporation:

_____

Date of incorporation: _____

President/Chief Executive Officer:

_____

Secretary: _____

Treasurer/Chief Financial Officer:

_____

1.1.2 If a partnership, state the following:
Type of partnership, i.e., general partnership, limited partnership:

_____

_____

Names of all general partners, if any of the general partners are not natural persons, provide the information for each such general partner requested by Paragraphs 1.1.1, 1.1.2 and 1.1.4 as appropriate:

_____
_____
_____
_____

1.1.3 If a proprietorship, state the names of all proprietors:_____
_____
_____
_____

1.1.4 If a joint venture, state the following
Date of organization: _____

Names of all joint venture members. For each member of the joint venture, provide the information requested by Paragraphs 1.1.1, 1.1.2 and 1.1.3 for each joint venture member, as applicable:_____
_____
_____
_____
_____

1.2 Number of years your organization has been in business as a contractor:
_____

1.3 Number of years your organization has conducted business under its present name and license number:

_____

1.4 Is your firm currently the debtor in a bankruptcy case?

☐ Yes ☐ No

1.5 Was your firm in bankruptcy any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 1.4 above).

☐ Yes ☐ No

1.6 If your organization has conducted business under a name or name style different than your organization's present name, identify all prior name(s) or name style(s):
_____
_____
_____

1.7 Your organization's Federal Tax Identification Number:

_____

**2. Licensing**

2.1 List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

_____
_____
_____

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

_____

_____

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

☐ Yes ☐ No

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

2.4 Has any owner, partner or (for corporations), officer of your firm operated a construction firm under any other name in the last five years?

☐ Yes ☐ No

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

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

☐ Yes ☐ No

If "yes," please explain on a separate sheet.

**3. Experience**

3.1 Categories of work (other than management/supervision) your organization typically performs with your own forces

_____

_____

_____

3.2 On a separate attachment, list all California K-12 and California community college district construction projects completed by your organization in the past five (5) years and for each project identified, state: (i) a general description of the work performed by your organization on the project; (ii) the dollar value of the work performed or to be performed by your organization; (iii) the project owner's name, the verifiable name of the project owner's representative and the address and telephone number of the owner and the project owner's representative; and (iv) the project architect's name, address, telephone number and contact person.

3.3 On a separate attachment, list all California K-12 and California community college district construction project your organization has in progress and for each project listed, state: (i) a general description of the work performed by your organization on the project; (ii) the dollar value of the work performed or to be performed by your organization; (iii) the project owner's name, the verifiable name of the project owner's representative and the address and telephone number of the project owner and the project owner's representative; (iv) the project architect's name, address, telephone number and contact person; (v) percent presently complete; and (vi) the current scheduled completion date.

**4. Performance History**

4.1 Claims and lawsuits (if you answer yes to any of the following, you must attach details).

4.1.1 Have any lawsuits or other administrative, legal, arbitration or other proceedings, ever been brought or commenced against your organization or any of its principals, officers or equity owners in connection with any construction contract or construction project?

☐ Yes ☐ No

If "yes," on a separate attachment describe the circumstances, the amount demanded or other relief demand and the disposition of each such lawsuit or other proceeding

.

4.1.2 Has your organization ever filed a lawsuit or commenced other administrative, legal or other proceedings in connection with any construction contract or construction project?

☐ Yes ☐ No

If "yes," on a separate attachment describe the circumstances, the amount demanded or other relief demand and the disposition of each such lawsuit or other proceeding.

4.1.3 Are there any judgments, orders, decrees or arbitration awards pending, outstanding against your organization or any of the officers, directors, employees or principals of your organization?

☐ Yes ☐ No

If "yes," on a separate attachment describe each such judgment, order, decree or arbitration award and the present status of the satisfaction or discharge thereof.

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

**NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to Part I, question number 9 on this form.**

☐ Yes ☐ No

If "yes," explain on a separate attachment. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

4.3 In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

☐ Yes ☐ No

If "yes," explain on a separate page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

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

4.4 Has your organization ever refused to sign a construction contract awarded to it?

☐ Yes ☐ No

If "yes," on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your refusal to sign such contract.

4.5 Has your organization ever failed to complete a construction contract?

☐Yes ☐No

If "yes," on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of your failure to complete such contract.

4.6 Has your organization ever been declared in default of a construction contract?

☐ Yes ☐ No

If "yes," on a separate attachment, state the following: (i) describe each such contract; (ii) the owner's name, address, telephone number and contact person; and (iii) the circumstances of each such declaration of default.

4.7 Has any construction contract to which your organization is a party been terminated for the convenience of the project owner?

☐ Yes ☐ No

If "yes," on a separate attachment, identify the project and project owner along with a description of the circumstances under which the convenience termination occurred.

4.8 Has a claim or other demand ever been asserted against any Bid Bond, Performance Bond, or Payment Bond posted by your organization in connection with any construction contract or your submittal of a bid proposal for a construction contract?

☐ Yes ☐ No

If "yes," on a separate attachment, state the following: (i) the name, address, telephone number and contact person for each claimant; (ii) the date upon which each such demand or claim was made; and (iii) the disposition of each such demand or claim.

4.9 Have you or any of your subcontractors been found guilty of failure to pay required prevailing wages on a public contract within the two-year period immediately prior to filing of this Pre-Qualification Questionnaire?

☐ Yes ☐ No

If "yes," on a separate attachment, state the following: (i) Name(s) of the project(s); (ii) the name(s), address, telephone number and contact person for the owner(s); (iii) name(s) of the authority(ies) making the finding(s); (iv) the date(s) of the findings; and (v) the sanction(s) imposed.

## 5. Criminal Matters and Related Civil Suits

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

☐ Yes ☐No

If "yes," explain on a separate page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

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

☐ Yes ☐ No

If "yes," identify on a separate page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

**6. Compliance with Occupational Safety and Health Laws and with Other Labor Safety Legislation**

6.1 Has CAL OSHA cited and assessed penalties against your firm 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, or if there is a court appeal pending, you need not include information about the citation.**

☐ Yes ☐ No

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

6.2 Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

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

☐ Yes ☐ No

If "yes," attach a separate page describing each citation.

6.3 Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

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

☐ Yes ☐ No

If "yes," attach a separate page describing each citation.

6.4 List your firm'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. If your EMR for any of these three years is or was 1.00 or higher, please attach a letter of explanation.**

Current year: _____

Previous year: _____

Year prior to previous year: _____

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

☐ Yes ☐ No

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 last five years. (If your firm has been in the construction 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 the construction business.

**7. Prevailing Wage and Apprenticeship Compliance Record**

7.1 Has there been an occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?

**NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.**

☐ Yes ☐ No

If "yes", attach a separate page or pages, describing the nature of each violation, identifying the name of the project, the 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 you were required to pay.

7.2 During the last five years, has there been an occasion in which your own firm 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 or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

7.3 Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the San Francisco Unified School District.

_____
_____
_____

7.4 If your firm operates its own State-approved apprenticeship program, attach a separate page or pages providing the following information:

(a) Identify the craft or crafts in which your firm 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.

7.5 At any time during the last five years, has your firm 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(s) of such findings, and attach copies of the Department's final decision(s).

**8. Local Labor Participation**

Would your firm be willing to encourage local subcontractors and suppliers to participate as part of your team?

☐ Yes ☐ No

If yes, attach a separate sheet explaining your strategy for encouraging local resident participation ("local" is defined as City and County of San Francisco)?

**9. References** (For each reference provided, please include company name, verifiable contact person, position on project, telephone number and email address):

Provide a separate sheet(s) with the following references.

9.1 Trade References (three (3) minimum)

9.2 Bank References (one (1) minimum)

9.3 DSA Inspectors of Record (CA K-12 or community college project) (three (3) minimum)

9.4 Owner references (three (3) minimum, preferably California K-12 school districts and/or California community college districts)

**10. Accuracy and Authority**

The undersigned is duly authorized to execute this Pre-Qualification Questionnaire under penalty of perjury on behalf of the Contractor. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Statement of Contractor's Qualifications and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Statement of Contractor's Qualifications.

The undersigned declares and certifies that the responses to this Statement of Contractor's Qualifications are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses.

Executed this____day of _____ 2014
at_____
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

**NOTE: The person who executes this declaration should be either an owner, officer or managing agent of the company.**

_____
(Signature)

_____
(Typed or written name)

END OF PRE-QUALIFICATION QUESTIONNAIRE

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT**
**PRE-QUALIFICATION**

## PART C. SCORING INFORMATION

To pre-qualify, a General Contractor or Mechanical, Electrical, Plumbing, Fire Protection and Underground Pipeline Subcontractor are required to have a passing grade on the pre-qualification questionnaire. The Questionnaire has a total of 91 points possible.
**A minimum passing score of 67 is required.**

The following is a list of the questions which will be scored and the scoring criteria for each question:

### PART II. OTHER CRITERIA

1.3 Number of years your organization has conducted business under its present name and license number:

**3 years = 2 points**
**4 years = 3 points**
**5 years = 4 points**
**6 years or more = 5 points**

1.4 Is your firm currently the debtor in a bankruptcy case?

**"No" = 3 points"  "Yes" = 0 points**

1.5 Was your firm in bankruptcy any time during the last five years?

**"No" = 3 points"  "Yes" = 0 points**

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

**No = 5 points.**
**Depending on the response, the District reserves the right to deduct 5 points for a "Yes".**

3.2 On a separate attachment, list all California K-12 and California community college district construction projects completed by your organization in the past two (2) years and for each project identified, state: (i) a general description of the work performed by your organization on the project; (ii) the dollar value of the work performed or to be performed by your organization; (iii) the project owner's name, the verifiable name of the project owner's representative and the address and telephone number of the owner and the project owner's representative; and (iv) the project architect's name, address, telephone number and contact person.

**If the attachment is not fully completed and submitted with this questionnaire, there will be a three (3) point deduction.**

3.3 On a separate attachment, list all California K-12 and California community college district construction project your organization has in progress and for each project listed, state: (i) a general description of the work performed by your organization on the project; (ii) the dollar value of the work performed or to be performed by your organization; (iii) the project owner's name, the verifiable name of the project owner's representative and the address and telephone number of the project owner and the project owner's representative; (iv) the project architect's name, address, telephone number and contact person; (v) percent presently complete; and (vi) the current scheduled completion date.

**If the attachment is not fully completed and submitted with this questionnaire, there will be a three (3) point deduction.**

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

**No = 5 points Yes = 0 points**

4.5 Has your organization ever failed to complete a construction contract?

**No = 5 points Yes = subtract 5 points**

4.6 Has your organization ever been declared in default of a construction contract?

**No = 5 points Yes = subtract 5 points**

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

**No = 5 points Yes = subtract 5 points**

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

**No = 5 points Yes = subtract 5 points**

6.1 Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?

- If the firm's average gross revenue for the last three years was less than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1 such instance.**
  **3 points for "Yes" indicating 2 such instances.**
  **0 points for "Yes" if more than 2 such instances.**

- If the firm's average gross revenue for the last three years was more than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.**
  **3 points for "Yes" indicating either 4 or 5 such instances.**
  **0 points for "Yes" if more than 5 such instances.**

6.2 Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

- If the firm's average gross revenue for the last three years was less than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1 such instance.**
  **3 points for "Yes" indicating 2 such instances.**
  **0 points for "Yes" if more than 2 such instances.**

- If the firm's average gross revenue for the last three years was more than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.**
  **3 points for "Yes" indicating either 4 or 5 such instances.**
  **0 points for "Yes" if more than 5 such instances.**

6.3 Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

- If the firm's average gross revenue for the last three years was less than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1 such instance.**
  **3 points for "Yes" indicating 2 such instances.**
  **0 points for "Yes" if more than 2 such instances.**

- If the firm's average gross revenue for the last three years was more than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances**
  **3 points for "Yes" indicating either 4 or 5 such instances.**
  **0 points for "Yes" if more than 5 such instances.**

6.4 List your firm'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.
- If your EMR for any of these three years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

  **5 points for three-year average EMR of .95 or less**
  **3 points for three-year average of EMR of more than .95 but no more than 1.00**
  **Deduct 5 points for any other EMR.**

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

**5 points for "No".**
**Depending on the explanation, the District reserves the right to deduct 5 points for a "Yes".**

7.1 Has there been an occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?

- If the firm's average gross revenue for the last three years was less than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1 or 2 such instances.**
  **3 points for "Yes" indicating 3 such instances.**
  **0 points for "Yes" and more than 3 such instances.**

- If the firm's average gross revenue for the last three years was more than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating no more than 4 such instances.**
  **3 points for "Yes" indicating 5 or 6 such instances.**
  **0 points for "Yes" and more than 6 such instances.**

7.2 During the last five years, has there been an occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?

- If the firm's average gross revenue for the last three years was less than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1 or 2 such instances.**
  **3 points for "Yes" indicating 3 such instances.**
  **0 points for "Yes" and more than 3 such instances.**

- If the firm's average gross revenue for the last three years was more than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating no more than 4 such instances.**
  **3 points for "Yes" indicating 5 or 6 such instances.**
  **0 points for "Yes" and more than 6 such instances.**

7.3 Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the San Francisco Unified School District.

**5 points if at least one approved apprenticeship program is listed.**
**0 points for any other answer.**

7.4 If your firm operates its own State-approved apprenticeship program:

(a) Identify the craft or crafts in which your firm 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.

**5 points if one or more persons completed an approved apprenticeship while employed by the firm.**

**0 points if no persons completed an approved apprenticeship while employed by the firm.**

7.5 At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

- If the firm's average gross revenue for the last three years was less than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating 1 or 2 such instances.**
  **3 points for "Yes" indicating 3 such instances.**
  **0 points for "Yes" and more than 3 such instances.**

- If the firm's average gross revenue for the last three years was more than $50 million, scoring is as follows:

  **5 points for either "No" or "Yes" indicating no more than 4 such instances.**
  **3 points for "Yes" indicating 5 or 6 such instances.**
  **0 points for "Yes" and more than 6 such instances.**