



**PREQUALIFICATION QUESTIONNAIRE PACKAGE  
FOR  
CONTRACTORS  
SEEKING TO BID  
ON**

**COUNTY OF SANTA CLARA  
ROADS AND AIRPORTS  
DEPARTMENT**

**JOB ORDER CONTRACTING  
CONSTRUCTION CONTRACTS OF  
BETWEEN  
\$50,000 and \$2,000,000  
JOB ORDER CONTRACT  
RAD-2019-01**

**August 2019**

**Approved: 08/27/2019**

## TABLE OF CONTENTS

SECTION	PAGE
<b>I. Notice of Request for Prequalification of Prime Contractors.....</b>	<b>3</b>
<b>II. Introduction and Overview .....</b>	<b>6</b>
<b>Scoring.....</b>	<b>7</b>
<b>Appeal Procedure.....</b>	<b>7</b>
<b>Application of The Public Records Act .....</b>	<b>8</b>
<b>Bonding Capacity .....</b>	<b>8</b>
<b>Contractor’s License Requirement .....</b>	<b>8</b>
<b>III. Prequalification Questionnaire For Prime Contractors.....</b>	<b>9</b>
<b>Contact Information .....</b>	<b>10</b>
<b>Part 1. Organization and Structure of Business.....</b>	<b>11</b>
<b>Part 2. Essential Requirements .....</b>	<b>13</b>
<b>Part 3. Scored Questions .....</b>	<b>15</b>
<b>Part 4. Similar Projects .....</b>	<b>21</b>
<b>Part 5. Certification .....</b>	<b>23</b>
<b>IV. Interview Questions .....</b>	<b>24</b>

**SECTION I.**  
**NOTICE OF REQUEST**  
**FOR**  
**PREQUALIFICATION**  
**OF**  
**PRIME CONTRACTOR**

**SECTION I.  
NOTICE OF REQUEST FOR  
PREQUALIFICATION OF PRIME CONTRACTORS**

Notice is hereby given that the County of Santa Clara (County) has determined that all Contractors for future Job Order Contracting (JOC) contracted projects for the Roads and Airports Department with a minimum total contract of \$50,000 and a maximum of total contract of \$2,000,000 must be prequalified prior to submitting a bid. The County intends to use the list of pre-qualified contractors to bid current and future JOC Contracts for a period of one year from the date of the establishment of the Qualified Bidders List. The county's intention is to bid contract, **JOC RAD-2019-01**, shortly after the pool of Prequalified Contractors is selected.

The construction projects authorized under the Job Order Contracting program will vary in size and complexity, and may involve minor demolition, repair, modification and maintenance of existing roadways in Santa Clara County.

It is mandatory that all Contractors who intend to submit a bid for **JOC RAD-2019-01** and future contracts to be bid within the stated timeline first be approved by the County to be on the **Qualified Bidders List**. Bids for JOC Contracts during the stated time period will only be accepted from bidders on the County's Qualified Bidders List unless the County chooses to do an additional Prequalification process issued to the contracting community at large.

There will be a **Mandatory Prequalification Conference** on **August 27, 2019, at 10A.M. in the Training Room, 101 Skyport Drive, San Jose CA 95110. All Contractors who intend to submit the Prequalification Questionnaire must sign in.**

Contractors wishing additional information on the Prequalification process, including how to obtain the Questionnaire Package, may contact Albert Eydam at [albert.eydam@rda.sccgov.org](mailto:albert.eydam@rda.sccgov.org) or 408-573-2442.

Responses to questions contained in the attached Prequalification Questionnaire, notarized statement from the Contractor's surety, **and the most recently reviewed or audited financial statements**, must be included in the Prequalification Submittal. The Prequalification Submittal must include one (1) original signed in ink, and two (2) copies of the fully completed **Prequalification Questionnaire**. The County must receive one (1) original (notarized and signed in ink where required), and two (2) copies of the **Prequalification Submittal**.

The Prequalification Submittal must be submitted under seal and marked "CONFIDENTIAL – County of Santa Clara Roads and Airports Department, Contractor Prequalification Submittal." **The County of Santa Clara will accept sealed Prequalification Submittals no later than 2:00 P.M., September 10, 2019**, at the following address:

County of Santa Clara/Roads and Airports Department  
101 Skyport Drive  
San Jose CA 95110  
  
Attention: Manager of Construction

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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Each Prequalification Submittal must be signed under penalty of perjury in the manner designated in the attached Prequalification Questionnaire, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate prior to award of the construction contract for the project, the Contractor must immediately notify the County and provide updated accurate information in writing, under penalty of perjury. The County will not consider for prequalification determination a late or incomplete Prequalification Submittal.

By providing the Prequalification Submittal to the County, the Contractor acknowledges and agrees that the County may:

- verify and research all information submitted;
- conduct an independent investigation of the Contractor's qualifications;
- check other sources of information regarding the Contractor; and
- rescind or change its prequalification determination, based on subsequent evaluation or reevaluation of information provided to or obtained by the County prior to or after its prequalification determination.

The County's determination concerning Contractor prequalification will be based on objective evaluation criteria. The County has the right to waive minor irregularities and omissions in the information contained in the Contractor's Prequalification Submittal.

Finding a Contractor prequalified does not preclude the County from a further evaluation and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

Contractors that provide a Prequalification Submittal will be notified of the County's prequalification determination, if any, within approximately ten (10) calendar days after the submission deadline date and time stated above. The County reserves the right to make no prequalification determination as to any Prime Contractors submitting a completed Prequalification Submittal and not to proceed with bidding a contract for any Project.

# **SECTION II. INTRODUCTION AND OVERVIEW**

**A. Scoring**

In accordance with Public Contract Code 20101, a Contractor wishing to submit a bid to the County for a Job Order Construction Project for the Roads and Airports Department during the stated time period is required to:

- 1) Receive a “Qualified” rating on all “Qualified/Not Qualified” questions in Section III, Part 2, “Essential Requirements.”
- 2) Receive a minimum passing score of **156 points** out of a maximum possible score of **185 points** on Section III Part 3, “Scored Questions”.
- 3) Obtain a minimum passing score of **18 points** of a maximum score of **54 points** on Section III, Part 4 of this portion of the questionnaire. The score on this section will be based on the **similar projects** completed and the degree of similarity between the **completed projects** and the type of Projects likely to bid for the Roads and Airports Department. Prequalification will be denied if a contractor fails to list three (3) projects as required by section III, Part 4.
- 4) Receive a score of at least **36 points** for each of two interviews of owner representatives of projects submitted by Contractor in Section IV, Interview Questions. The interviews will be conducted by the County using the interview questions included in Section IV of this prequalification package.

**B. Appeal Procedure**

Upon conclusion of the prequalification process, the County will provide the Contractor with a written notice of the County’s **Qualification Determination**, which will set forth the basis for the prospective bidder's disqualification and any supporting evidence that has been received from others or adduced as a result of the County’s investigation.

If the County determines that a Contractor is not prequalified, the Contractor may appeal the County’s determination. The appeal must be in writing and delivered to the **Roads and Airports Department’s Manager of Construction** no later than five (5) business days from the date of the County’s Prequalification Determination notification to the Contractor. The appeal must be delivered to **County of Santa Clara Roads and Airports Department, 101 Skyport Drive, San Jose CA 95110**. The Contractor’s Failure to file a timely appeal of the County’s Prequalification Determination constitutes the Contractor’s waiver of any and all rights the Contractor has to challenge the decision of the County, whether by administrative process, judicial process or any other legal process or proceeding.

Providing Contractor has appealed in a timely manner, the County will schedule an informal hearing with the Contractor and Reviewing Officer. The informal hearing will take place within (10) business days of the County’s receipt of the Contractor’s timely appeal. At the hearing, the Contractor will present any evidence used as a basis of determining the Contractor to be not qualified; the Contractor will then be given the opportunity to rebut any evidence used as a basis for the County’s prequalification determination and to present evidence as to why the Contractor should be determined prequalified. This informal hearing is not subject to the rules

of evidence. Within five (5) business days after the conclusion of the informal hearing, the Reviewing Officer will provide a written decision to the Contractor. The Reviewing Officer has discretion to extend the time for a written decision. The Reviewing Officer's decision is final.

If the Contractor chooses not to avail itself of this appeal process, the proposed prequalification determination will be adopted without further proceedings.

**C. Application of The Public Records Act**

The Prequalification Submissions and all information obtained by the County to verify or supplement the information provided in the Prequalification Submissions, including information obtained which are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed by the County to third parties for purpose of verification, or during the County's investigation of substantial allegations regarding Contractor's qualifications, or in an appeal hearing.

State law requires that the names of contractors applying for prequalification status be public records subject to disclosure, and the "Contract Information" page of the questionnaire will be used for that purpose.

**D. Bonding Capacity**

Prime Contractor must provide a notarized statement from its surety company identifying the following:

- a) Name of bonding company/surety
- b) NAIC#
- c) Name of surety agent, address and telephone number
- d) Statement that the surety is a California admitted surety and authorized to issue surety bonds in the State of California
- e) Statement that the Prime Contractor's current bonding capacity is sufficient to satisfy the bonding requirements for a Project contract award of up to \$2 million.

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

**E. Contractor's License Requirement**

Contractor must possess a valid, active California State Contractors "A" License.



**SECTION III.**

**PREQUALIFICATION  
QUESTIONNAIRE  
FOR  
JOB ORDER CONTRACTING  
CONTRACTORS**

**CONTACT INFORMATION**

Firm Name: \_\_\_\_\_  
(as it appears on Contractor's license)

Check One:     Corporation             Partnership             Sole Proprietorship

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THIS PAGE IS A PUBLIC RECORD**

**PART 1. ORGANIZATION AND STRUCTURE OF BUSINESS**

1-1. A. For Firms That Are Corporations:

1. Date incorporated: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_
3. California Corporation # (if a CA Corp): \_\_\_\_\_
4. Other State Corporation # : \_\_\_\_\_
5. Type of Corporation:  
 Check One:  C Corp.  S Corp.  LLC  Other: \_\_\_\_\_
6. Federal Employer Identification Number: \_\_\_\_\_
7. Provide all the following information for each person who is either:
  - (a) an executive officer or, board member of the corporation, or
  - (b) the owner of at least ten (10) percent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	Social Security #

B. For Firms That Are Partnerships:

1. Date of formation: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_
3. Type of Partnership:  
 Check One:  General  Limited  Other: \_\_\_\_\_
4. Provide all the following information for each partner who owns ten per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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C. For Firms That Are Sole Proprietorships:

1. Date of commencement of business. \_\_\_\_\_
2. Name of company owner: \_\_\_\_\_
3. Social security number of company owner: \_\_\_\_\_

1-2. If any of your firm's California contractor'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 California State License Board (CSLB) records.

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

1-3. Are the CSLB qualifying individual(s) listed above currently employed on a full-time basis by your firm?

Yes       No

**PART 2. ESSENTIAL REQUIREMENTS**

**Prime Contractor will be immediately disqualified if the answer to any of questions “2-1” through “2-7” is “No”. Prime Contractor will be immediately disqualified if the answer to questions “2-8” through “2-10” is “Yes.”**

2-1. Will your firm possess a valid, active California State Contractors License for the time period that a Project may be bid on to prequalified Prime Contractors? (A license required)

Yes       No      No = Not Qualified

2-2. Does your firm have a current Worker’s Compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.?

Yes       No      No = Not Qualified

2-3. Is your firm able to obtain a general liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?

Yes       No      No = Not Qualified

2-4. Have you attached a notarized statement from a California admitted surety insurer (approved by the California Department of Insurance) and authorized to issue surety bonds in the State of California, which states that your current bonding capacity is sufficient for a Project that may be bid (up to \$3.0 million)?

Yes       No      No = Not Qualified

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

2-6. Have you attached your latest copy of a reviewed or audited financial statement including the opinion letter, balance sheet, income statement and accompanying notes?

Yes       No      No = Not Qualified

2-7. Is your firm registered with the State Department of Industrial Relations pursuant to Labor Code section 1725.5?

Yes       No      No = Not Qualified

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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2-8. In the last five years has your firm been ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7, or during anytime 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      Yes = Not Qualified

2-9. 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      Yes = Not Qualified

2-10. 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      Yes = Not Qualified

### PART 3. SCORED QUESTIONS

3-1. How many years has your organization been in business in California as a contractor under your present California contractor's license number? \_\_\_\_\_ Years

*3 years or more = 2 points*

*4 years = 3 points*

*5 years = 4 points*

*6 years or more = 5 points*

3-2. Has any California State License Board (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

*No = 5 Points    Yes = 0 points*

3-3. Has any California State License Board (CSLB) license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been **revoked** within the last five years?

Yes       No

*No = 5 Points    Yes = Subtract 10 points*

3-4. At any time during the last five years, did the Registrar of the California Contractors State License Board (CSLB) find your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) guilty of a violation of the California State Contractors License Law constituting cause for disciplinary action?

Yes       No

*No = 5 Points    Yes = Subtract 5 points*

3-5. Has your firm, or any of its owners, officers, or partners ever been found liable in a civil suit or arbitration, or found guilty in a criminal action, for making any **false claim or material misrepresentation** to any public agency or entity?

Yes       No

*No = 5 Points    Yes = Subtract 20 points*

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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3-6. At any time during the last five years, has your firm, or any of its owners, officers or partners ever been **convicted of a crime** involving any federal, state, or local law related to construction?

Yes       No

*No = 5 Points    Yes = Subtract 20 points*

3-7. At any time during the last five years, 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

*No = 5 Points    Yes = Subtract 10 points*

3-8. Is your firm currently the debtor in a bankruptcy case?

Yes       No

*No = 5 Points    Yes = 0 points*

3-9. Was your firm in bankruptcy any time during the last five years? (This question refers only to a bankruptcy action not referenced in answer to question 3-8, above).

Yes       No

*No = 5 Points    Yes = 0 points*

3-10. At any time in the last five years, has your firm been assessed and paid liquidated damages pursuant to a construction contract with either a public or private owner?

Yes       No

*No = 5 Points    Yes = 0 points*

3-11. 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.



County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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Yes       No

*No = 5 Points    Yes = Subtract 15 points*

- 3-12. During the last five years, has your firm ever been denied bond credit 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?

Yes       No

*No = 5 Points    Yes = 0 points*

- 3-13. 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, you need not consider it in your response to this question.**

Yes       No

*No = 5 Points    Yes = Subtract 5 points*

- 3-14. Has the Federal Occupational Safety and Health Administration or CALOSHA cited and assessed penalties against your firm in the past five years?

NOTE: If you have filed an appeal of a citation and the appropriate Appeals Board has not yet ruled on your appeal, you need not consider it in your response to this question.

Yes       No

*No = 5 Points    Yes = Subtract 5 points*

- 3-15. How often does your firm require documented field safety meetings to be held for construction employees and field supervisors during the course of Project with a duration of six months or more?

Daily              Weekly              Bi-Weekly              Monthly

*5 points for an answer of Daily or Weekly.*

*0 points for any other answer*

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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3-16. List your firm's Experience Modification Rate (EMR) (California Workers' Compensation Insurance) for each of the past three premium years:

Current year:..... \_\_\_\_\_

Previous year:..... \_\_\_\_\_

Year prior to previous year:..... \_\_\_\_\_

Average EMR for the past three premium years:..... \_\_\_\_\_

10 points for three-year average EMR of .95 or less

5 points for three-year average EMR of more than .95 but no more than 1.00

0 points for three-year average EMR of more than 1.00

3-17. How many times during the last five years has your firm received any formal letters of "non-compliance", "failure to perform" or "failure to comply" pursuant to a construction contract with either a public or private owner?

\_\_\_\_\_ Times       None

*0 = 5 Points      Subtract 5 points for each time indicated up to 5 times*

3-18. 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 as a result of your firm's actions or inactions cited 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 the citation in determining your response to this question.

Yes       No

*No = 5 Points      Yes = 0 points*

3-19. 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

*No = 5 Points      Yes = 0 points*

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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3-20. Has there been more than one 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?

Yes       No

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.

*No = 5 Points    Yes = 0 points*

3-21. During the last five years, has there been more than one occasion on which your firm was penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?

Yes       No

*No = 5 Points    Yes = 0 points*

3-22. 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

*No = 5 Points    Yes = 0 points*

3-23. Do you currently have on your staff at least two experienced superintendents who have been the superintendent for at least three other public works projects and will be available to work on Roads and Airports Department projects awarded under this contract?

Yes       No

*No = 0 Points    Yes = 10 points*

3-24. List the type and model of construction equipment that your firm currently owns or currently possesses under lease. List a maximum of 10, i.e., Case 580 backhoe, 10 wheel

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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dump truck, arrow board truck, water truck, etc. Note: **Do not** list light duty pick up trucks or passenger vehicles.

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

*0 for less than 5 5-10 score 3 points for each item (i.e. 6-10 items = 18-30 points)*

3-25. Is the equipment listed in 3-24 regularly stored and available within Santa Clara County?

Yes       No

*No or between 0- 5 items listed = 0 Points Yes and between 6-10 items listed = 10 points*

3-26. Does your organization permanently maintain a main or regional office within Santa Clara County?

Yes       No

If yes, for how many years?

*0 for less than 1 year 1-5 years score 2 points for each year up to 5 years*

**PART 4. SIMILAR PROJECTS**

Contractor must provide information about **three (3)** projects completed within the last six (6) years.

The projects submitted must consist of roadway repair or improvement projects value of \$100,000 (or more) in which the contractor has performed **at least 50 % of the work using its own forces.**

Duplicate this and the following page and use as the information and score sheets for each project. Contractor must submit only three (3) projects.

**Project Information:**

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

Location: \_\_\_\_\_

Description of Project & Scope of Work Performed (indicate if this was a Job Order Contracting project): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Value of Construction (including Supplement Job Orders or Change Orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_ Actual Date of Completion: \_\_\_\_\_

Contractor may provide additional information on Value of Construction or Schedule on a separate sheet of paper if desired.

**Owner information (Owner Representative, Project Manager, etc.)**

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

Contact Person who can answer interview questions at the end of this Prequalification packet:

Contact Person: \_\_\_\_\_ Current Phone No. \_\_\_\_\_

**Project Engineer Information**

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

Contact Person: \_\_\_\_\_ Current Phone No. \_\_\_\_\_

**Construction Manager Information**

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

Contact Person: \_\_\_\_\_ Current Phone No. \_\_\_\_\_

**Similar Project Score Sheet**

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

**Similar Feature 1:** Construction of roadway drainage repairs or improvements on a publicly maintained roadway.

Yes (3 points)     No (0 points)                      Points \_\_\_\_\_

**Similar Feature 2:** Construction in which contractor using his/her own forces, has set up traffic control on a roadway with posted traffic speed limit of 45 miles per hours or greater.

Yes (3 points)     No (0 points)                      Points \_\_\_\_\_

**Similar Feature 3:** Construction involving the installation of storm water prevention BMP's.

Yes (3 points)     No (0 points)                      Points \_\_\_\_\_

**Similar Feature 4:** Construction installing/replacing curb, gutter and sidewalk.

Yes (3 points)     No (0 points)                      Points \_\_\_\_\_

**Similar Feature 5:** Construction installing HMA paving.

Yes (3 points)     No (0 points)                      Points \_\_\_\_\_

**Similar Feature 6:** Construction of Underground Utilities.

Yes (3 points)     No (0 points)                      Points \_\_\_\_\_

**Total Score (18 points possible)**

**Total Points** \_\_\_\_\_

**PART 5. CERTIFICATION**

I, the undersigned, certify and declare that I have read all the foregoing responses to Section III, Parts 1 through 3 of this Prequalification Questionnaire for the Roads and Airports Department of the County of Santa Clara and know their contents. The matters stated in the questionnaire responses 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.

I, the undersigned, certify and declare that I am duly authorized and have the legal authority to bind the Contractor on whose behalf I am signing.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

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

# SECTION IV.

# INTERVIEW QUESTIONS



## INTERVIEW QUESTIONS

The following questions will be used to interview contacts from two (2) of the completed projects listed in Section III, Part 4. County representatives will conduct the interviews. No action on the Contractor's part is necessary. These questions are included for information only.

The highest possible score is 60 Points. A score fewer than 36 points on any interview disqualifies a Prime Contractor from bidding on this contract.

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

Person Conducting Interview: \_\_\_\_\_

Person Interviewed: \_\_\_\_\_ Telephone #: \_\_\_\_\_

First, please give a brief description of the project:

1. Are there any outstanding stop notices, liens, or claims by the Contractor that are currently unresolved on contracts for which notices of completion were recorded more than 120 days ago? (1 point for each is deducted from overall score; maximum amount to be deducted is 5 points)

2. On a scale of 1-5, with 5 being the best, did the Prime Contractor provide adequate personnel? (Max. 5 points)
  
3. On a scale of 1-5, with 5 being the best, did the Prime Contractor provide adequate supervision? (Max. 5 points)
  
4. On a scale of 1-5, with 5 being the best, was there adequate equipment provided on the job? (Max. 5 points)
  
5. On a scale of 1-5, with 5 being the best, was the Contractor timely in providing cost proposals, material submittals, proposed traffic control plans and schedules, etc.? (Max. 5 points)
  
6. On a scale of 1-5, with 5 being the best, did the Contractor adhere to the project schedule that your agency approved? (Max. 5 points)
  
7. Was the project completed on time? (5 points if the answer is “Yes”).  
  
Or, if the answer is “no,” on a scale of 1-5, with 5 being the best, to what extent was the Contractor responsible for the delay in completion with “not responsible” scoring 5 and “highly responsible” scoring 0?
  
8. On a scale of 1-5, with 5 being the best, rate the Contractor on the timely submission of certified payrolls, materials certifications, letters of indebtedness, etc. (Max. 5 points)
  
9. On a scale of 1-5, with 5 being the best, rate the Contractor on how well the Contractor performed the work after a change order/job order was issued, and how well the Contractor integrated the change order work into the existing work. (Max. 5 points).

County of Santa Clara  
Roads and Airports Department  
Job Order Contracting Contractor Prequalification Questionnaire

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10. On a scale of 1-5, with 5 being the best, rate how has the Contractor been performing in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 5 points)
11. On a scale of 1-5, with 5 being the best, rate the Contractor on whether there were an unusually high number of claims, given the nature of the project, or unusual difficulty in resolving them. (Max. 5 points for a low number of claims to 0 for a high number of claims)
12. On a scale of 1-5, with 5 being the highest, rate the Contractor with respect to timely payments by the Prime Contractor to either subcontractors or suppliers. (If the person being interviewed knows of no such difficulties, the score on this question should be “5.”)
13. On a scale of 1-5, with 5 being the best, how would you rate the quality of the work overall? (Max. 5 points)