

**PREQUALIFICATIONS
FOR
GENERAL CONTRACTORS
SEEKING TO BID ON THE
VIETNAMESE AMERICAN SERVICES CENTER
Project No. 263- CP17011**



County of Santa Clara

August 2019

COUNTY OF SANTA CLARA
General Contractors Prequalification

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**SECTION I NOTICE OF REQUEST FOR
PREQUALIFICATION OF GENERAL CONTRACTORS**

Notice is hereby given that the County of Santa Clara (County) has determined that all General Contractors (GC) teams for the Vietnamese American Services Center (VASC) Project in San Jose, California must be prequalified prior to submitting a bid on the Project.

PROJECT DESCRIPTION

The Project consists of the construction of a new 37,000 square-foot facility, to house an integrated services healthcare clinic, mental health services and social services center. The overall site area that consists of a three-story services center, and parking is on a 1.737-acre site located at 2410 Senter Road in San Jose, California. The estimated construction cost is from \$28,000,000 to \$31,500,000.

Prequalification Requirements

The County will only accept bids for the Project from General Contractors prequalified by the County and included on the Qualified Bidders List.

General Contractors who wish to become prequalified for the Project must:

1. Complete and submit responses to questions contained in the attached Prequalification Questionnaire;
2. Provide a notarized statement from the General Contractor's Surety; and
3. Provide the GC's most recently reviewed or audited financial statements.

The General Contractor must submit to the County one (1) original (notarized and signed in ink where required), and two (2) copies of the Prequalification Submittal.

The GC must provide the Prequalification Submittal in a sealed envelope marked "CONFIDENTIAL – County of Santa Clara Vietnamese American Services Center Project, General Contractor Prequalification Submittal," to the County of Santa Clara, Facilities and Fleet Department, Capital Programs Division, no later than 3:00 p.m., on August 27, 2019, at the following address:

County of Santa Clara
Facilities and Fleet Department
Capital Programs Division
2310 North First Street, 2nd Floor, Suite 200
San Jose, CA 95131

Attention: Jingna Zhang, Chief of Construction Services

The County will not consider late or incomplete Prequalification Submittals.

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 General Contractor on whose behalf that person is signing.

If any information provided by a General Contractor becomes inaccurate prior to award of the

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contract for the Project, the General Contractor must immediately notify the County and provide updated accurate information in writing.

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

- verify and research all information submitted;
- conduct an independent investigation of the General Contractor's qualifications;
- check other sources of information regarding the General 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; and
- be assisted in the evaluation of the Prequalification Submittals by its Construction Management Consultant.

Prequalification Process

The County reserves the right to waive minor irregularities and omissions in the information contained in the General Contractor's Prequalification Submittal.

County's finding that a General Contractor is prequalified does not preclude the County from a post-proposal determination of whether a Proposer 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 five (5) calendar days after the submission deadline date and time stated above. The County reserves its right to make no prequalification determination as to any and/or all General Contractors submitting a completed Prequalification Submittal and not to proceed with bidding and/or awarding of a contract for this project.

**SECTION II
INTRODUCTION AND OVERVIEW**

A. Public Contract Code Section 20101

In 1999, the Legislature enacted a law that allows many public agencies, including the County of Santa Clara, to require licensed contractors that wish to bid for public works jobs to prequalify for the right to submit a bid. Public Contract Code Section 20101 authorizes the County's Board of Supervisors to adopt a prequalification system, and describes certain requirements that must be met if a public agency chooses to adopt such a system.

Public Contract Code section 20101 requires every public agency that creates a prequalification procedure to:

- 1) Use a standardized questionnaire and financial statement in a form specified by the public entity (Public Contract Code section 20101(a));
- 2) Adopt and apply a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaires and financial statements (Public Contract Code section 20101(b));
- 3) Create an appeal procedure, by which a contractor that is denied prequalification may seek a reversal of that determination. (Public Contract Code section 20101(d)).

B. Scoring

In accordance with Public Contract Code Section 20101, a Contractor wishing to submit a proposal to the County to be GC for Vietnamese American Services Center Project 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 **132** out of a maximum possible score of **159 points** on Section III, Part 3, **“Scored Questions.”**
- 3) Obtain a minimum passing score of **22 points** of a maximum total score of **27 points** for Section III, Part 4 of the questionnaire. The score on this section will be based on the degree of similarity between the completed projects and the subject project. Each similar completed project is worth a maximum of 27 points.
- 4) Receive a score of at least **50 points** for each of two or more interviews of owner representatives of projects submitted by Contractor in Section IV. The interviews will be conducted by the County using the interview questions included in Section IV of this prequalification package.

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- 5) Submit a document in response to Section III, Part 5 that supports the Contractor's responses to other Sections of this Request for Qualifications.
- Prequalification will be denied if a Contractor fails to submit the required information for each proposed GC team member specifically listed in Section III, Part 5.

C. Appeal Procedure

Upon conclusion of the prequalification process, the County will provide the GC 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 GC is not prequalified, the GC may appeal the County's determination. The appeal must be in writing and delivered to the County's Director of Facilities and Fleet Department no later than five (5) business days from the date of the County's Prequalification Determination of the Contractor. The appeal must be delivered to County of Santa Clara – Facilities and Fleet Department, 2310 North First Street, Suite 200, San Jose, CA 95131. The GC's failure to file a timely appeal of the County's Prequalification Determination constitutes the GC's waiver of any and all rights the GC has to challenge the decision of the County, whether by administrative process, judicial process or any other legal process or proceeding.

The Director of Facilities and Fleet Department will appoint a Reviewing Officer. Within ten business days of the date of the County's receipt of the GC's appeal, the County will schedule an informal hearing with the GC and the Reviewing Officer. The informal hearing will take place within ten business days of the County's receipt of the Contractor's written request. At the informal hearing, the GC will 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 GC should be determined prequalified. This informal hearing is not subject to the rules of evidence. Within five business days after the conclusion of the informal hearing, the Reviewing Officer will provide a written decision to the GC. The Reviewing Officer's decision is final.

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

D. Application of the California Public Records Act

The questionnaires and financial statements are not public records and are not open to public inspection, and 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 GC's qualifications, or in an appeal hearing.

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

E. Audited or Reviewed Financial Statements

The GC must include the latest copy of its **reviewed** or **audited** financial statement with accompanying notes and supplemental information. A financial statement that is not either reviewed or audited is not acceptable. The financial statements must be prepared by an Independent Certified Public Accountant and must be submitted with one of the appropriate statements, signed by the Independent Certified Public Accountant, as follows:

1. Audited: *“We have audited the accompanying balance sheet of XYZ Company as of (date), and the related statements for the year then ended. These financial statements are the responsibility of XYZ Company’s management. Our responsibility is to express an opinion on these financial statements based on our audit, and it is our opinion that the audited balance sheet and related statements (do, or do not) accurately reflect the finances of XYZ Company as of (date)”*, or,

2. Audited: *“We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amount and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion, and it is our opinion that the audited financial statements (do, or do not) accurately reflect the finances of XYZ Company as of (date)”*, or,

3. Reviewed: *“In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of XYZ Company as of (date), and the results of its operations and its cash flows for the year then ended in conformity with generally accepted accounting principles.”*

Information GC must submit includes the:

1. Full set of financial statements for your most recent three complete fiscal years, accompanied by either an audit or review report by an independent Certified Public Accountant. ***Complied or internally prepared financial statements will not be accepted.***

Statements which are older than six months must be supplemented by internal financial statements, which update the information to no more than six months from the date of submission of the AFP. Such statements must be prepared in accordance with generally accepted accounting principles, including all required information disclosures.

2. Letter from a financial institution in support of available lines of credit or other facilities, if you wish them to be considered in prequalification.

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3. Schedule indicating contracts which have been awarded to you, and reconciling the original award, any amendments, completed portion and uncompleted portion of such contracts. This is your backlog of work awarded but not yet complete. Provide a matrix showing quarterly projections.
- (i) Provide for Corporate Organization (required)
 - (ii) Provide for Work in California Only (required)
 - (iii) Provide for Bay Area (optional)
- Yes (Financial information meets the above requirements) *
- No
- Not Applicable

(If no audited financial statement is attached and the above information does not meet the requirements the Bidder/Proposer is immediately disqualified)

*Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25% of the qualifying amount provided in section 14837 (d)(1)”.

F. Bonding Capacity

GC 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 GC's current bonding capacity is sufficient to satisfy the bonding requirements for a Project contract award of up to **\$40 million**.

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

G. GC's License Requirement

GC must possess a valid, active California State Contractors “**B**” License.

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**SECTION III
PREQUALIFICATION QUESTIONNAIRE
FOR
GENERAL CONTRACTORS
FOR THE VIETNAMESE AMERICAN SERVICES CENTER**

CONTACT INFORMATION

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

Check One: Corporation Partnership Sole Proprietorship Joint Venture

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

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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 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 percent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

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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 #: _____

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

- Yes No

1-4. Has there been any change in ownership of the firm at any time during the last three years?
NOTE: A corporation whose shares are publicly traded is not required to answer this question.

- Yes No

If "yes," explain on a separate signed page.

1-5. 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 or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

- Yes No

If "yes," explain on a separate signed page.

1-6. 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.

- Yes No

If "yes," explain on a separate signed page.

1-7. State your firm's gross revenues for each of the last three years:

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1-8. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

1-9. 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.

1-10. Has your firm changed names or license number in the past five years?

Yes No

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

1-11. 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 signed page, including the reason for the change.

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PART 2. ESSENTIAL REQUIREMENTS

GC will be immediately disqualified if the answer to any of questions “2-1” through “2-6” is “No.” GC will be immediately disqualified if the answer to questions “2-7” 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? **(B license required)**

Yes No No = Not Qualified

2-2. Does your firm have a current Experience Modification Rate (EMR) (California Worker’s Compensation insurance) average of **1.00 or less** for the most recent **two-year** period?

Yes No No = Not Qualified

2-3. 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

2-4. Is your firm able to obtain a general liability insurance policy with a policy limit of at least \$5,000,000 per occurrence and \$10,000,000 aggregate?

Yes No No = Not Qualified

2-5. 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 up to \$40 million)?

Yes No No = Not Qualified

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

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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 Exempt No = Not Qualified

NOTES:

1) A financial statement that is not either reviewed or audited is not acceptable.

2) A “No” answer to Question 2-6 will not be disqualifying if the Prime Contractor is exempt from complying with Question 2-6. Public Contract Code section 20101(e) exempts from this requirement a Prime Contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 per cent of the qualifying amount provided in Government Code 14837(d)(1)”.

2-7. At any time 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?

Yes No

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

Beginning date of debarment: _____ End date of debarment: _____

2-8. Is your firm currently registered to bid on, be listed in a bid proposal, and engage in performance of any contract for public work, pursuant to Labor Code sections 1771.1 and 1725.5?

Yes No No = Not Qualified

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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
10 years or more = 2 points
15 years = 3 points
20 years = 4 points.
25 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
- 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

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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.

Yes No
No = 5 points Yes = Subtract 5 points

3-12. 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
No = 5 points Yes = Subtract 20 points

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3-13 At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, or to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, or advanced funds on your firm's behalf in anticipation of receipt of future contract payments, for either a public or private project?

Yes No

No = 5 points Yes = Subtract 10 points

3-14. 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

No = 5 points Yes = 0 points

3-15. 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

3-16. In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

5 points for either "No" or "Yes" indicating 1 such instance.

3 points for "Yes" indicating 2 such instances.

0 points for "Yes" or if more than 2 such instances.

3-17. 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

3-18. Has the Federal Occupational Safety and Health Administration or CAL OSHA 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

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3-19. 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 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.

3-20. 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 0.95 or less
5 points for three-year average of EMR of more than 0.95 but no more than 1.00
*Prime Contractor is **NOT QUALIFIED** for any EMR over 1.00.*

3-21. 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

3-22. 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

3-23. Has there been more than one occasion during the last five years on 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

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3-24. 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

3-25. 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

3-26. Do you currently have on your staff at least three experienced superintendents who each have been the superintendent for at least two completed OSHPD 3 projects and will be available to work under this contract?

Yes No.

No = 0 points Yes = 5 points

3-27. Provide the name, address and telephone number of the apprenticeship program sponsor(s) (approved by the California Division of Apprenticeship Standards) that will provide apprentices to your company for use on a Project awarded to you during the relevant time period.

Name(s): _____

Address: _____

Telephone Number(s): _____

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

3-28. 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.

- a. _____
- b. _____
- c. _____
- d. _____

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(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).

- a. _____
- b. _____
- c. _____
- d. _____

(c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

- a. _____
- b. _____
- c. _____
- d. _____

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

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

3-29. The County will require the Contractor to participate in and document compliance with the Leadership in Energy and Environmental Design (LEED) program for rating the building. Have you constructed any projects on which you participated in LEED and documented compliance with the LEED program requirements?

- Yes No
No = 0 points Yes = 2 points

3-30. The County will require the GC to produce and follow a Contractor Quality Control Plan for the Project. Have you done any project, in the past ten years, using a formal Contractor Quality Control system?

- Yes No
No = 0 points Yes = 2 points

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3-31. In the past five years, has any claim **against** your firm concerning your firm's work on a construction project, been filed in court or arbitration?

Yes No

If Yes, how many instances? _____

If the firm's average gross revenue for the past 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 your 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.

3-32. In the past five years, has your firm made any claim against a project owner concerning work on a project or payment for a contract, and filed that claim in court or arbitration?

Yes No

If Yes, how many instances? _____

If your firm's average gross revenues for the past 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 your firm's average gross revenues for the past 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.

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PART 4. SIMILAR PROJECTS

To be found “qualified”, Contractor must provide information about five construction projects completed within the last ten years, that are “similar in scope” to the County’s Vietnamese American Service Center project “Similar in Scope” shall mean the following:

- A. Each of the projects submitted must have a minimum contract value of \$15,000,000 and consist of two or more of the following:
 - a. Construction of a facility/office building.
 - b. LEED Certification sustainability goal.
 - c. A California Public Works project utilizing DBB delivery method.

Duplicate this and the following page and use as the information and score sheets for each project. Please do not submit information on more than five projects.

Project Information

Project: _____

Location: _____

Description of Project & Scope of Work Performed (indicate if you were the GC or GC on this project), and if your firm performed preconstruction services, specifically describe the services provided: _____

Total Value of Construction (including Change Orders): _____

Original Contract Value: _____

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. _____

Architect Information

Name: _____

Contact Person: _____ Current Phone No. _____

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Construction Manager or Inspector of Record Information

Name: _____

Contact Person: _____ Current Phone No. _____

Similar Project Score Sheet

Project Name: _____

Similar Feature 1: New construction a Clinic/ Wellness Center or similar type of facility.

Yes (5 points) No (0 points) Points _

Similar Feature 2: Construction of culturally-sensitive facilities and landscapes.

Yes (3 points) No (0 points) Points

Similar Feature 3: Construction with LEED or sustainability protocols.

Yes (3 points) No (0 points) Points

Similar Feature 4: Construction involving site/parking/underground utilities.

Yes (3 points) No (0 points) Points

Similar Feature 5: Installation of major HVAC, plumbing and/or electrical equipment serving a Clinic/ Wellness Center or similar facility.

Yes (3 points) No (0 points) Points

Similar Feature 6: Construction/remodeling of a Specialized Procedure room in a Clinic/ Wellness Center.

Yes (3 points) No (0 points) Points

Similar Feature 7: Minimum 30,000 square foot facility.

Yes (2 points) No (0 points) Points

Similar Feature 8: California Public works project for which Contractor was selected as Prime Contractor by a competitively bid, lump sum process.

Yes (5 points) No (0 points) Points

Total Score (27 points possible)

Total Points _____

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PART 5. KEY PERSONNEL

Provide proposed key personnel's qualifications, relevant experience, length of employment with the company, and any professional licensing/certification/training to competently manage this project. Key personnel shall include the Project Manager, Superintendent, Quality Control Manager, Project Engineer, Project Executive and other GC field staff involved in the management of the project.

Provide an overview of how the GC intends to structure on-site management operations with County representatives, consultants, contractors, suppliers, inspectors and staff during the project. Include an Organization Chart identifying all project team members and lines of communication including escalation to company executives.

The Submittal for this Part shall be bound and printed vertically ("portrait" orientation) on standard 8 ½" by 11" paper. This Submittal shall not exceed ten pages, double sided, but preferably much shorter. Type size shall be no smaller than 10 point, but preferably larger. The Cover and/or the top of page one of the Submittal shall state the Proposer's or Proposers' company name(s), address, phone number, fax number, e-mail address, and contact name. (Cover, if any is included in the page count.)

GC's compliance with the minimum qualification requirements will be measured by GC's experience as an operating entity and by the experience of the supervisory personnel who will have responsible charge of the various major components of the Work.

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PART 6. CERTIFICATION

I, the undersigned, certify and declare that I have read all the foregoing responses to Section III, Parts 1 through 5 of this Prequalification Questionnaire for the Vietnamese American Services Center Project at 2410 Senter Road, San Jose, CA 95111 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: _____

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**SECTION IV
INTERVIEW QUESTIONS**

The following questions will be used to interview contacts from at least two of the completed projects listed in Section III, Part 4. County may choose to interview ANY ongoing or completed projects a GC has with the County. County representatives will conduct the interviews. No action on the GC's part is necessary. These questions are included for information only.

The highest possible score is 60 Points. A score fewer than 50 points on any interview disqualifies a GC from bidding on this Project.

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 GC 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 GC provide adequate number of personnel with relevant experience? (Max. 5 points)
3. On a scale of 1-5, with 5 being the best, did the GC provide adequate on-site supervision during construction? (Max. 5 points)
4. On a scale of 1-5, with 5 being the best, was there adequate equipment and material provided on the job? (Max. 5 points)
5. On a scale of 1-5, with 5 being the best, was the GC timely in providing reports and other documentation, including change orders and scheduling updates? (Max. 5 points)
6. On a scale of 1-5, with 5 being the best, how well did the GC communicate with the Owner's Representative and project stakeholders on a daily/weekly basis to keep them informed of all project matters? (Max. 5 points)

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7. On a scale of 1-5, with 5 being the best, did the GC adhere to the project schedule that your agency approved and complete the project on time? (5 points if the answer is “Yes”).

Or, if the answer is “no,” to what extent was the GC 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 GC on the timely submission of reports, cost data, change order proposals, schedule updates and other documentation required by the contract. (Max. 5 points)
9. On a scale of 1-5, with 5 being the best, rate the GC on how well the Contractor performed the work after a change order was issued, and how well the Contractor integrated the change order work into the existing work. (Max. 5 points).
10. On a scale of 1-5, with 5 being the best, rate how the GC has been performing in turning over 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 GC 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 GC with respect to timely payments by the GC 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)