

# **Chicago Park Elementary School District**

## **Request to Prequalify and for Qualifications and Proposals for Lease Leaseback Preconstruction and Construction Services**

### **Facilities Modernization and Construction of One TK Classroom**

#### **Responses Due: 2:00 PM on August 24, 2023**

Respondents must email responses and proposals of their RFQ/P response conforming to the requirements of this RFQ/P to:

Katie Kohler, Superintendent

Chicago Park Elementary School District

15725 Mt. Olive Rd.

Grass Valley, California 95945

Respondents must transmit one (1) PDF copy via email to [kkohler@chicagoparkschool.com](mailto:kkohler@chicagoparkschool.com)

Only firms that have registered with the California Department of Industrial Relations (DIR) regulations are eligible to be further considered for a construction contract. For any public project, as defined in subdivision (c) of Section 22002 of the Public Contract Code, for which the District uses funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Chapter 12.5 (commencing with Section 17070.10) of Part 10 of Division 1 of Title 1 of the Education Code) or any funds from any future State school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more, the District shall require that prospective general contractors and prospective electrical, mechanical and/or plumbing subcontractors complete and submit a standardized prequalification questionnaire and financial statement, verified under oath.

**Chicago Park Elementary School District**  
**Request to Prequalify and Request for Qualifications and Proposals (RFQ/P) for**  
**Lease Leaseback Facilities Modernization and Construction of One TK Classroom**

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**I. INTRODUCTION**

Chicago Park Elementary School District (the “District”) invites interested firms to submit a prequalification questionnaire. In addition, the District invites interested firms to submit a statement of qualifications and proposals for preconstruction and construction services for the Facilities Modernization and Construction of One TK Classroom project (the “Project”).

Section II outlines the prequalification procedure. Section III outlines the desired preconstruction and construction scope of work for the Project. Section IV provides a summary of the Board adopted scope, budget, and schedule of the Project. Sections V through XI and related attachments outline the RFQ/P submittal requirements and selection procedure as well as general information, requirements, and sample agreements.

At the conclusion of the selection process, recommended firm(s) will be considered by the District’s Board of Trustees for the Project. Subject to Board approval and upon notification to proceed, the selected firm(s) shall perform preconstruction services, including reviewing design documents for constructability, completeness, scheduling, clarity, consistency and coordination, undertaking a value-engineering analysis, soliciting subcontract bids, and preparing reports with recommendations to the District and the architect to maintain the established budget, pursuant to a Lease Leaseback Agreement.

The Project shall be performed under the direction of the District. The selected firm(s) shall work with assigned architects for the Project as needed to conduct the proposed scope of work. Following the completion of pre-construction services, the District may begin negotiations with the selected Lease Leaseback (“LLB”) firm(s) to enter into a Construction Services Agreement and requisite documents establishing a GMP pursuant to a Lease Leaseback method of construction delivery (“LLB”).

**II. PREQUALIFICATION**

**Contractor Prequalification.** All contractors must submit by the date indicated herein the Prequalification Questionnaire attached hereto as Attachment A. The Prequalification Questionnaire shall be scored according to Attachment B.

**Mechanical, Electrical and Plumbing Subcontractors Prequalification.** All mechanical, electrical and plumbing subcontractors that hold a C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 California Contractors’ licenses (“MEP Subcontractors”) that the contractor intends to use on the Project must complete the Prequalification Questionnaire attached hereto as Attachment A by the date indicated herein. The MEP Subcontractor’s Prequalification Questionnaire shall be scored according to Attachment B.

### **III. SCOPE OF WORK**

The District desires to select firm(s) capable of providing LLB pre-construction and construction services for the Project. The selected firm(s) for the Project should expect to perform pre-construction services as established by the District pursuant to a Pre-Construction Services Agreement attached hereto as Attachment C. If the District proceeds with the construction of the Project, the selected firm(s) may be retained as a LLB contractor pursuant to a Construction Services Agreement, Lease and Sublease attached hereto as Attachments D, E and F, respectively, and may contract with separate specialty trade contractors to perform the required scope of work.

Pre-Construction Services are anticipated to last three months following board approval and include the following:

1. Review design and support documentation for content, constructability, completeness, scheduling, clarity, consistency and coordination
2. Undertake value-engineering analysis and prepare reports with recommendations to the District and Architect of Record to maintain established program budget and specifications
3. Provide detailed cost estimates and construction schedule at construction document design phase
4. Expedite design reviews, including modifications, if any, based on value analysis
5. Provide a proposed guaranteed maximum price for the construction of the Project

Construction Services are anticipated to include, but not be limited to the following:

1. Provision of a proposed Guaranteed Maximum Price (“GMP”) for the construction of the Project with identified subcontractor bids and self-performed work
2. Construction of the Project
3. Coordination of record drawings and specifications
4. Compilation of operations and maintenance manuals, warranties/guarantees, and certificates
5. Obtaining occupancy permits and coordinating testing, documentation, and governmental inspections and approvals
6. Preparation of accounting and closeout reports and occupancy plan reports
7. Other responsibilities as necessary for the completion of the program

#### **IV. FACILITIES MODERNIZATION AND CONSTRUCTION OF ONE TK CLASSROOM PROJECT**

##### **A. Project Description**

Modernization work includes reconfiguring the existing administration office and minor alterations to classrooms including replacement of casework, finishes, ADA upgrades to restrooms. The work also includes installation of a public address system. Repair of accessible walkways is also included.

New construction includes the construction of a new Transitional Kindergarten classroom with restrooms, path of travel upgrades and utilities.

##### **B. Approved Construction Budget**

The construction budget (projected GMP) for required buildings, demolition, and site work is \$1,800,000.00 inclusive of general conditions and requirements, contractor fees and overhead.

##### **Summary Timeline & Schedule**

The construction schedule and academic schedule may require that both new and old portions of the campus be in operation simultaneously. Confirming that existing site utilities have adequate capacity for this simultaneous use will be a critical component of achieving a successful project. Firms are encouraged to engage with the Architect of Record and engineering consultants early in the process in this regard.

##### **C. Design Documents**

The approved design drawing locates the facility at 15725 Mt. Olive Rd. Grass Valley, California 95945. Design drawings prepared by the Architect of Record, may be accessed at the following link: <https://chicagoparkschool.org/notice-of-rfp-llb/>

#### **V. SUBMITTAL FORMAT AND REQUIREMENTS**

**Prequalification:** Firms are required to complete and submit the attached Prequalification Questionnaire for the Project, and proof of completed registration with the California Department of Industrial Relations by **2:00 PM on July 5, 2023**. These items may be submitted via email to [kkohler@chicagoparkschool.org](mailto:kkohler@chicagoparkschool.org).

**RFQ/P Response:** Firms are required to prepare a response to this RFQ/P that includes general information about the firm's qualifications as well as a site-specific proposal that assesses and evaluates the conceptual design of the Project as to construction recommendations, logistics, cost, value engineering, and schedule.

*Firm Qualifications:* submittals are required to provide a responses with regard to a firm's capabilities, prior experience, and past projects. This information should include, but need not be limited to, the following:

- A. Provide three (3) or more references of new school projects or similar facilities as examples of the firm's experience on projects such as this with respect to size and complexity.
- B. Provide one (1) or more references of reconstruction of school projects or similar facilities as examples of the firm's experience on projects such as this with respect to size and complexity.

- C. Description of size of firm with respect to the number of personnel by management category. Please provide an organizational chart identifying the key staff members assigned to each role and their level of experience on projects such as this. Describe the firm's experience with the local environment and firm personnel's local presence for interfacing with the District
- D. Description of the firm's practices for managing project schedules, budgets, subcontracts, change orders, project documents, and other construction issues. Provide a description of the firm's project control systems. Sample project specific progress reports are encouraged for inclusion in the firm's response to this question (not counted toward page limit of the RFQ/P).
- E. Provide a description of the firm's safety record and Experience Modification Rating ("EMR").
- F. Provide a letter from the firm's bonding company on their letterhead that states the bonding capacity of the firm.
- G. **Site-Specific Proposal:** Review of the conceptual plans for the Project, providing at minimum:
  - 1. A narrative identifying any potential construction issues or other challenges that may arise during the Project and proposed solutions to ensure that said challenges do not create unnecessary delays or added cost to the Project.
  - 2. A brief narrative, or plan, describing logistics identifying site access, parking for contractors, access for delivery and storage of materials, and provisions for the safety of students and faculty.
  - 3. Detailed proposal of the firm's pre-construction fee and how it would be broken down based on the services identified above in Section III Scope of work.
  - 4. Detailed breakout of the factors or elements that are anticipated to comprise the calculation of a future Guaranteed Maximum Price (GMP) including the above conceptual estimate of direct construction costs as well as an anticipated break-down of overhead, general conditions, markups, insurance, bonds, and fees. *These fees will be "locked in" for future use in the GMP.*
- H. Brief description of two to five value engineering opportunities that the firm would propose to keep the Project within the proposed budget identified herein.
- I. Identification of trades that the firm will propose bidding and those that the firm proposes to self-perform. Also include trade contractor costs, self-performance costs, general contracting requirements, contractor soft costs (without fee), contractor fee and GMP allowance and contingency. Respondents should put forth proposals that clearly identify estimations of costs of work to be self-performed, as well as estimations of costs to be performed by sub-contractors. The intention is that the cost estimations and work plan provided clearly identify a breakdown of the respondents' overhead costs, and not just a lump sum. The expectation is a breakdown of anticipated overhead costs that clearly defines the general conditions, bonds, insurance, fee, and other costs to provide the District with information necessary to select a firm that provides the best value.
- J. Description of the firm's approach to keeping the Project delivered on schedule, while minimizing impact on existing school facilities and neighboring communities throughout construction. Describe the firm's approach that demonstrates meeting preconstruction and construction milestones that are agreed upon during the preconstruction phase and how the firm will help to establish and optimize the construction phase.

**RFQ/P Response Format:**

Responses shall be concise, well organized and demonstrate respondent's qualifications and proposed approach to the Project. Each response should have a cover letter briefly discussing the firm's conceptual understanding of the Project and an executive summary of the firm's proposal.

Limit response for the *Firm Qualifications* to no more than ten (10) single-sided 8 ½ x 11 pages. *Firm Qualifications* includes the cover letter indicated above. For the *Proposal*, limit responses to no more than ten (10) single-sided 8 ½ x 11 pages.

Excluded from the page count limitation are pages exclusively used for layout and organization of the submittal package (e.g. front and back covers, table of contents, tabbed dividers, etc.) as well as sample materials representative of prior project work included as addenda (e.g. schedules, progress reports, graphics, etc.). Also excluded from the page count limit are materials indicated for prequalification.

Submit pdf proposals to:

Katie Kohler, Superintendent  
Chicago Park Elementary School District  
15725 Mt. Olive Rd.  
Grass Valley, California 95945

Respondents must transmit via email to [kkohler@chicagoparkschool.org](mailto:kkohler@chicagoparkschool.org), [achizek@chicagoparkschool.org](mailto:achizek@chicagoparkschool.org), [mimidene@williams-assoc.com](mailto:mimidene@williams-assoc.com); [dthomassen1011@gmail.com](mailto:dthomassen1011@gmail.com)

Please be advised that the District reserves the right to decline all responses and to amend, abandon, or modify the Project or the method of delivery at its sole discretion in whole or in part.

## **VI. METHOD OF SELECTION**

The District's Selection Committee shall review and evaluate all responses received by the deadline. Each firm will be evaluated based on the Evaluation Criteria identified in Section VII. Based on these criteria and rating system, points are assigned to each respondent, with each respondent ranked according to the average total points awarded by members of the Selection Committee. Failure to satisfy a pass/fail requirement will result in the immediate rejection of the proposal. Final point totals of all respondents will be considered to determine the best value for the District.

The firm(s) determined to have the best value for the District will be invited to perform Lease Leaseback preconstruction and construction services for the Project. Following the completion of preconstruction services, and at the discretion of the District, the selected firm may be recommended to the Board for entering into a Lease Leaseback Construction Services Agreement for the Project. The District retains the right in its sole discretion to reject all submittals or revise this request for said services.

## **VII. SUBMITTAL EVALUATION CRITERIA**

Submittals received will be evaluated per the criteria adopted by the Board in a special board meeting in August 2023.

Proposers shall be selected based on total best value score as determined by the District, based on the following evaluation criteria and rating system adopted and shown in the table below:

Follows page length and layout direction and includes requested document attachments as described by the RFQ/P	Pass/Fail

Experience with the local environment and a local presence for interfacing with the District	Pass/Fail
Provides germane and relevant responses to questions contained within the RFQ/P	20
Details a proposed method and overall strategic approach to this project and local area	15
Proposed detailed breakdown of the firm's costs, including direct construction costs and break-down of overhead, general conditions, markups, insurance, bonds, and fees	15
Demonstrates specialized experience and technical competence of the firm, including principals, joint venture-partners, and sub-consultants regarding the types of service required and the complexity of the projects	15
Relevant experience of key personnel, firm reference checks, and interviews (if needed)	20
Overall financial condition of the firm, including the principal contractor and/or contractor team	5
Ability to meet the insurance requirements unless the District, at its sole discretion, decides to modify or waive the insurance requirements or elects to provide program insurance	5
Litigation and arbitration history for the past five (5) years	5
<b>TOTAL: 100 POINTS</b>	

**VIII. SELECTION SCHEDULE**

The following is a proposed schedule for selection. The District reserves the right to modify this schedule in its sole discretion.

Request for Qualifications/Proposals Released: **June 6 & 13, 2023**

Pre-proposal meeting for the Project and tour of Chicago Park Elementary School Site: **June 16, 2023 9:00 AM**

Deadline to submit questions related to the Project: **July 17, 2023 @ 10:00 AM**

Prequalification Questionnaire due: **July 27, 2:00 PM**

Announcement of prequalified firms: **August 4, 2023**

Submittal of Response to RFQ/P Due: **August 24, 2023 2:00**

Interviews (if needed): **August 30, 2023**

Firm Ranking Established: **September 1, 2023**

Board approval: **September 14, 2023**

**IX. GENERAL INFORMATION**

A. Compliance

Submittals must be in strict accordance with the requirements set forth herein. Any response not submitted in accordance with such requirements will not be considered.

B. Amendments

The District reserves the right to cancel or revise in part or whole this request. If the District cancels or revises this request, all respondents will be notified by addendum. The District also reserves the right to extend the date responses are due.

C. Inquiries

All questions about the meaning or intent of this request shall be submitted to the District's Superintendent and Architect in writing via email per the schedule above. All questions shall be submitted to:

[kkohler@chicagoparkschool.org](mailto:kkohler@chicagoparkschool.org) and [rudd@aedisarchitects.com](mailto:rudd@aedisarchitects.com).

All response, if required, will be issued at the District's discretion by addendum via email to all parties recorded as having received this document and recorded in attendance at the site walk. Questions received after the deadline to submit questions, will not be answered.

D. Late Response to Proposals

It is the respondent's responsibility to ensure its response to this request for services is received by the District's Program Manager on or before the time and date specified. Submittals received after the date and time specified will not be considered.

E. Special Conditions

1. Public Record. All Responses submitted in response to the request for services become the property of the District's public records and as such, might be subject to public view.
2. Non-Discrimination. The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.
3. Drug-Free Policy and Fingerprinting. The selected firm(s) shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free workplace certificate.
4. Costs. Costs of preparing a response to this request are solely the responsibility of the respondent.
5. Prevailing Wages. Respondents are advised that this Project is a public work for purposes of the California Labor Code, which requires payment of prevailing wages. District will obtain from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work. These rates will be on file at the District and will be available to any interested party upon request. Any firm(s) to which a contract is awarded must pay the prevailing rates, post copies thereof at the job site, and comply with applicable provisions of State law.
6. Securities. Respondents are advised that if awarded a contract they will be permitted, at their request and expense and in accordance with Section 22300 of the California Public Contract Code, to substitute securities equivalent to retention monies withheld by District to insure performance under the contract.
7. Contractor Registration. No contractor or sub-contractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code Subsection 1725.5.
8. Contractor Prequalification. A respondent must be prequalified in accordance with subdivisions (b) to (m), inclusive, of Section 20111.6 of the Public Contract Code. In addition to this requirement, all responding firms are required to complete the attached Prequalification Questionnaire. These prequalification requirements shall be included in a Lease Leaseback instrument created pursuant to California Education Code Section 17406(a)(1).

9. Prequalification of Designated Subcontractors. MEP Subcontractors shall be prequalified to perform construction work as a first-tier subcontractor on the Project pursuant to Public Contract Code section 20111.6. MEP Subcontractors must be prequalified prior to negotiation and acceptable of a Guaranteed Maximum Price.
10. Bonding. The firm(s) will be required to furnish a Performance Bond in the amount of one hundred percent of the contract price, and a Payment (Material and Labor) Bond in the amount of one hundred percent of the contract price.
11. Limitations. This request for services does not commit District to award a contract, to defray any costs incurred in the preparation of a response pursuant to this request for services, or to procure or contract for work.

**X. HOLD HARMLESS/INDEMNIFICATION**

The firms shall indemnify, defend, and save the District, its Board of Trustees, officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney's fees and costs, incurred in connection with or in any manner arising out of the firms' performance or failure to perform any duties contemplated by this request for services or subsequent agreement.

The responding firms and their employees are not employees of the District and are deemed to be independent contractors. Nothing contained in this request for services or subsequent agreements shall be deemed to create any contractual relationship between the firms and any of the other contractors or material suppliers for the Program, nor shall anything contained in this request for services or subsequent agreements be deemed to give any third party any claim or right of action against the District or firms which do not otherwise exist.

**XI. CONSTRUCTION SERVICES RELATED AGREEMENTS**

The following links provide interested firms with copies of the District's form construction services related agreements: <https://chicagoparkschool.org/notice-of-rfp-llb/>

All questions shall be submitted to:

[kkohler@chicagoparkschool.org](mailto:kkohler@chicagoparkschool.org) and [rudd@aedisarchitects.com](mailto:rudd@aedisarchitects.com).

**ATTACHMENT A**  
**Chicago Park Elementary School District**  
**Prequalification Questionnaire**

Part I: Contractor's General/Financial Information Sheet

**A. General Information.**

Contractor's name as it appears on license:

\_\_\_\_\_

CIRCLE ONE:    Corporation                      Partnership                      Sole Proprietorship

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

Street Address (P.O. Box is not acceptable):

\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_                      Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

LIST ALL CALIFORNIA CONSTRUCTION LICENSE NUMBERS, CLASSIFICATIONS AND EXPIRATION DATES OF THE CALIFORNIA CONTRACTOR LICENSES HELD BY YOUR FIRM: \_\_\_\_\_

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: \_\_\_\_\_

LIST YOUR FIRM'S DIR REGISTRATION NUMBER: \_\_\_\_\_

**B. History and Ownership of Firm.**

1. How many years has your firm been in business in California as a contractor under your present business name and license number?    \_\_\_\_\_ years
  
2. 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; please indicate "N/A – Publicly traded corporation".**

Yes  No

If yes, please provide details on a separate signed page.

3. 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.**

Yes  No

If yes, please provide details on a separate signed page.

4. Please provide the information appropriate to your firm below.

**For Firms That Are Corporations:**

Date incorporated: \_\_\_\_\_

Under the laws of what state: \_\_\_\_\_

Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation's stock.

Name	Position	Years with Company	% Ownership

Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or 10 percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Dates of Person's Participation with Firm

**For Firms That Are Partnerships:**

Date of formation: \_\_\_\_\_

Under the laws of what state: \_\_\_\_\_

Provide all the following information for each partner who owns 10 percent or more of the firm.

Name	Position	Years with Company	% Ownership

Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Are Sole Proprietorships:**

Date of commencement of business: \_\_\_\_\_

Social security number of company owner: \_\_\_\_\_

Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person’s Name	Construction Company	Dates of Person’s Participation with Company

**For Firms That Intend to Make a Bid or Submit a Proposal as Part of a Joint Venture:**

Date of commencement of joint venture: \_\_\_\_\_

Provide all of the following information for each firm that is a member of the joint venture that expects to submit a bid or proposal on one or more projects:

Name of firm	% Ownership of Joint Venture

On a separate sheet provide all other pertinent information required in the sections above, for each corporation, partnership or sole-proprietorship that is a part of the joint venture.

5. State your firm’s gross revenues for each of the last three fiscal years:

Current year: \_\_\_\_\_  
 Previous year: \_\_\_\_\_  
 Year prior to previous year: \_\_\_\_\_

6. State the number of projects your firm has completed in each of the last three fiscal years:

Current year: \_\_\_\_\_  
 Previous year: \_\_\_\_\_  
 Year prior to previous year: \_\_\_\_\_

7. 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.

**C. Bonding.**

8. Name of bonding company/surety: \_\_\_\_\_

Name of surety agent, address and telephone number:

Please attach 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 your current bonding capacity.

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. Financial Information.**

10. Please attach your most current reviewed or audited year-end financial statement, which must have been prepared by a certified public accountant, within twelve (12) months of submission of this prequalification package. Also, please provide your most current financial statement, which must have been prepared within three (3) months of submission of this prequalification package.

11. Name of accounting firm and primary contact: \_\_\_\_\_

\_\_\_\_\_

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

Telephone: \_\_\_\_\_

How many years has this accounting firm prepared financial statements for you? \_\_\_\_\_

12. Banking information:

Name of Bank: \_\_\_\_\_

Account Manager: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Account No.: \_\_\_\_\_

Line of Credit: \_\_\_\_\_

Amount in Use: \_\_\_\_\_

How Secured: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

(attach extra sheets for additional banks/accounts)

**E. RECENT CONSTRUCTION PROJECTS.**

State the dollar amount of the largest public works contract (whether a prime contract or subcontract of any tier) that you have fully performed within the last five years, including all additive and deductive change orders: \$ \_\_\_\_\_

In addition, please provide the information requested below about each of the following:

- (1) Five public works projects for which a contract (whether a prime contract or a subcontract of any tier) was awarded or given to you and you are still performing the work on the contract;
- (2) All of your public works contracts (including prime contracts and subcontracts of any tier) that you completed in the last 12 months; **and**
- (3) The last 5 of your DSA-approved California K-12 school district public works contracts (including prime contracts and subcontracts of any tier) that you completed in the last three years that were not included in your response to (2) above.

Names and references must be current and verifiable.

Use separate sheets of paper that contain all of the following information for each public works contract requested above:

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

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

Owner: \_\_\_\_\_

Owner contact (name and current phone number): \_\_\_\_\_

Architect or engineering firm: \_\_\_\_\_

Architect or engineer contact (name and current phone number): \_\_\_\_\_

Construction manager (name and current phone number): \_\_\_\_\_

Inspector of record (name and current phone #): \_\_\_\_\_

Description of contract and scope of work performed: \_\_\_\_\_

Total price of contract for construction (including in-project change orders and closeout change orders approved by the governing board): \$\_\_\_\_\_

Date construction commenced: \_\_\_\_\_

Original contractual deadline for completion (as defined by that contract): \_\_\_\_\_  
\_\_\_\_\_

Adjusted contractual deadline for completion (as defined by that contract), based on time extensions granted by owner in board-approved change orders: \_\_\_\_\_

Actual date of completion (as defined by that contract): \_\_\_\_\_

If you were a subcontractor on this contract, also state the following:

Total price of your subcontract (including change orders): \$\_\_\_\_\_

General contractor's project manager (lead contact in office): \_\_\_\_\_

General contractor's superintendent (lead contact on project site): \_\_\_\_\_

**F. Apprenticeship Program Information**

13. Provide the name, address and telephone number of the apprenticeship program sponsor(s) (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 the District.

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14. 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.

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## PART II: Essential Requirements

The answers to Questions 1-5 must be "Yes," otherwise the proposal may be rejected:

1. Do you possess a valid and current California contractor's license for the Project?  
 Yes  No
  
2. If you are a general contractor, do you have a liability insurance policy with a policy limit of at least \$3,000,000 per occurrence and \$5,000,000 aggregate? If you are a mechanical, electrical or plumbing subcontractor, do you have a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?  
 Yes  No
  
3. Do you have current workers' compensation insurance policy as required by the Labor Code or are you 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. Has your firm completed at least two California public school K-12 construction projects, subject to DSA approval?  
 Yes  No
  
5. Is your firm currently registered with the Department of Industrial Relations and qualified to submit a bid or proposal and to otherwise perform work on a public project pursuant to Section 1725.5 of the Labor Code?  
 Yes  No

The answers to Questions 6-12 must be "No," otherwise the proposal may be rejected:

6. Has your contractor's license been revoked or suspended at any time in the last five years, even if later reinstated retroactively?  
 Yes  No
  
7. At the time of submitting this prequalification 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 yes, state the beginning and ending dates of your ineligibility to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract:

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8. Is your firm currently the debtor in a bankruptcy or receivership case?

**Yes**  **No**

If yes, please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

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

**Yes**  **No**

10. 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 signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

11. 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**

12. 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 act of dishonesty?

**Yes**  **No**

If yes, identify on a separate signed 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.

Part III: Scored Questions

**A. Financial History & Licensing**

1. Was your firm in bankruptcy or receivership any time during the last five years?

Yes  No

If yes, please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

2. 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

**B. Disputes**

3. At any time in the last five years, have liquidated damages been assessed against, levied against, or withheld from payments to, your firm under a construction contract with either a public or private owner?

Yes  No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed, levied, or withheld by the owner, the amount of liquidated damages at issue, and all other information necessary to fully explain the assessment, levy, or withholding of liquidated damages.

4. 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" 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 question B.4 in Part I of this form.**

Yes  No

If yes, explain on a separate signed page. State whether the firm involved was the firm applying for prequalification 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.

5. 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.**

6. In the past five years, has any claim by a project owner (including a complaint) against your firm concerning your firm’s work on a construction project, been filed in court or been the subject of arbitration?

Yes  No

If yes, on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature and amount of the claim (including a breakdown of the major elements of the claim), the court in which the case was filed, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

7. In the past five years, has your firm filed any claim (including a complaint) in court or arbitration against a project owner concerning work on a project or payment for a contract?

Yes  No

If yes, on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature and amount of the claim (including a breakdown of the major elements of the claim), the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

8. Has your firm had a contract for a public work of improvement in the last five years that was terminated for cause by a public entity, or terminated in whole or in part with or without your consent? **Note: you need not answer “yes” if the public entity terminated the contract for convenience.**

Yes  No

If the answer is “Yes,” for each such contract attach a separate sheet identifying the owner, your bonding company, the original contract value, the value of the work terminated and a brief explanation of the circumstances leading to the termination.

9. At any time during the past five years, has any surety company made any payments on

your firm's behalf to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

Yes  No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

10. In the last three years has your firm held a public works contract on which more than three (3) stop payment notices were served against your firm.

Yes  No

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

11. In the last 3 years has there been a claim against your Payment Bond?

Yes  No

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

**C. Insurance and Bonding**

12. 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

If yes, how many instances? \_\_\_\_\_

13. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last five years, state the percentage that your firm was required to pay, identify the project, identify the owner, and identify the dates of the project. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.

\_\_\_\_\_ %

If a contractor states a rate for a project that is more than 1.0% but it was only charged due to the small size of the project, the District retains the discretion to waive this high rate.

14. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes  No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

**D. Compliance with Law**

15. 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 include information about it.**

Yes  No

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

16. 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 appropriate appeals Board has not yet ruled on your appeal, you need not include information about it.**

Yes  No

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

17. 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 signed page describing each citation.

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

\_\_\_\_\_

19. 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.

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

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

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

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.

20. 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

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

21. Has there been any 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.**

If yes, attach a separate signed 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.

22. During the last five years, has there been any occasion on which your 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 signed 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.

23. Other than as already described in response to any question above, have any other labor or environmental charges or penalties been assessed or levied against, or paid by, your firm or the owner of a project on which your firm was the contractor in the past five years?

**Yes**  **No**

24. 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).

If yes, attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, and the public agency for which it was constructed.

## PART IV: CERTIFICATION

Questionnaires submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of each officer signing on behalf of a corporation shall be furnished.

Questionnaires submitted by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature.

**Each person signing below makes the following representations under penalty of perjury:**

The submitter of the foregoing answers to the questionnaire has read the same and the matters stated therein are true of his or her own personal knowledge. This information is provided for the purpose of qualifying to bid on, or submit a proposal for, the Project, and any individual, company or other agency named herein is hereby authorized to supply the District with any information necessary to verify the applicant's statements. By signing below, the submitter and the named contractor hereby grant permission to the District to contact any or all of the above listed persons or entities to confirm facts or otherwise investigate the above facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from bidding on the Project. The submitter whose signature appears below represents and warrants that he or she has authority to bind the named contractor.

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Contractor

(Add additional signature pages as necessary to comply with the directions above.)

**ATTACHMENT B**

**Chicago Park Elementary School District**

**Form Construction Services Agreement**

See Document File

**ATTACHMENT C**

**Chicago Park Elementary School District**

**Form Site Lease**

See Document File

# **ATTACHMENT D**

## **Chicago Park Elementary School District**

**Form Sub Lease**  
See Document File