

Board of Trustees Regular Meeting (VI.X)

Meeting	January 17, 2023
Agenda Item	Other Items (VI.X)
Subject	Other Items Resolution No. 38-22/23 Authorizing the General Contractors Prequalification Package for the Moreno Valley College Student Services Renovation Project
College/District	Moreno Valley College
Funding	Moreno Valley College Measure C Allocation, Moreno Valley College General Funds and State 2021/22 Scheduled Maintenance Funding Allocation
Recommended Action	Recommend approving Resolution No. 38-22/23 for the General Contractors Prequalification Package for the Moreno Valley College Student Services Renovation Project.

Background Narrative:

The Board of Trustees approved the Student Services renovation project and project budget in the total amount of \$6,700,000 for Moreno Valley College.

The project received Division of the State Architect's approval with construction contracts scheduled for bid in February 2023 and award in May 2023.

Pursuant to Public Contract Code 20651, California Community Colleges are required to competitively bid public works projects and award to the lowest responsive and responsible bidder. Public Contract Code 20651.5 also authorizes Districts to prequalify contractors/bidders prior to submitting competitive bids.

In an effort to improve the quality of work and performance of contractors who are bidding on projects, prequalifying contractors on specific qualification criteria is a recommended best practice. Prequalifying contractors is designed to develop pools of primes and contractors by license classifications. Only those who meet the minimum requirements will be eligible to submit a bid proposal for the construction project. The prequalification process will benefit the District as follows: 1) encourage local attendance of contractors and increase local labor participation; 2) determine the contractor's financial capability to complete the project prior to bids; 3) enhance the quality of performance and delivery of the project safely and timely, and; 4) eliminate contractors with a history of litigation, claims, and performance failures.

To prequalify general contractors, Public Contract Code Section 20656.5 requires the awarding body to adopt a resolution to: 1) use a standardized questionnaire and financial statement in a form specified by the public entity; 2) adopt and apply a uniform system of rating bidders on objective criteria, and; 3) create an appeal procedure for pre-qualification denials.

The Board of Trustees previously authorized a general contractors prequalification package in connection with the Life Science and Physical Science Reconstruction for Business Education and Computer Information System Project at Riverside City College.

It is recommended that the Board of Trustees authorize general contractors prequalification package Board Resolution No. 38-22/23 for the Moreno Valley College Student Services Renovation Project.

Prepared By: Aaron S. Brown, Vice Chancellor, Business & Financial Services
Hussain Agah, Associate Vice Chancellor, Facilities Planning and Development

Majd Askar, Vice President, Business Services, Moreno Valley College

Misty Griffin, Director, Business Services

Mehran Mohtasham, Director, Capital Planning

Bart Doering, Facilities Development Director

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 38-22/23 AUTHORIZING GENERAL CONTRACTORS
PREQUALIFICATION PACKAGE FOR
MORENO VALLEY COLLEGE STUDENT SERVICES RENOVATION
PROJECT**

WHEREAS, the Riverside Community College District (“District”) desires to engage in a public works construction project involving the construction of the Student Services Renovation Project for Moreno Valley College; and

WHEREAS, Public Contract Code section 20651.5 authorizes the District to prequalify bidders by requiring that each prospective bidder for a contract complete and submit a standardized questionnaire and financial statement, including a complete statement of the prospective bidder’s experience in performing public works; and

WHEREAS, Public Contract Code section 20651.5 authorizes the District to adopt and apply a uniform system of rating bidders (“Uniform System”) on the basis of completed questionnaires and financial statements (collectively “Questionnaire”), in order to determine the size of the contracts upon which each bidder shall be deemed financially qualified to bid; and

WHEREAS, the Questionnaire must be verified under oath by the bidder in the manner in which civil pleadings and civil actions are verified; and

WHEREAS, responses to the Questionnaire are not public records and will not be open to public inspection; and

WHEREAS, each Questionnaire submitted by a prospective bidder will be scored in accordance with the Uniform System; and

WHEREAS, District staff desires to prequalify prospective bidders for the Student Services Renovation Project for Moreno Valley College.

NOW, THEREFORE, the Board of Trustees of the Riverside Community College District does hereby find, resolve, determine, and order as follows:

Section 1. The above-listed recitals are incorporated as if fully set forth herein.

Section 2. The Board of Trustees hereby establishes a prequalification process under Public Contract Code section 20651.5 for the Student Services Renovation Project for Moreno Valley College.

Section 3. The prequalification program shall utilize the Questionnaire and Uniform System attached hereto as Exhibit “A” and incorporated herein.

Section 4. The Chancellor, or Chancellor’s designee(s), shall have the authority to revise or modify the Questionnaire and Uniform System in any manner necessary to comply with Public Contract Code section 20651.5 and any other relevant and/or applicable statute.

Section 5. The Chancellor, or Chancellor’s designee(s), shall have the authority to: (1) determine whether a potential bidder shall be considered prequalified; (2) hear and oversee prequalification determination appeals; and (3) take any other action necessary to comply with the intent of this Resolution, or the law, as such law(s) may be amended in the future.

Section 6. This Resolution shall take effect upon adoption by the Board.

ADOPTED this 17th day of January, 2023.

President, Board of Trustees
Riverside Community College District

EXHIBIT “A”

GENERAL CONTRACTOR PREQUALIFICATION PACKAGE
FOR PREQUALIFICATION OF PROSPECTIVE BIDDERS
PURSUANT TO PUBLIC CONTRACT CODE SECTION 20651.5

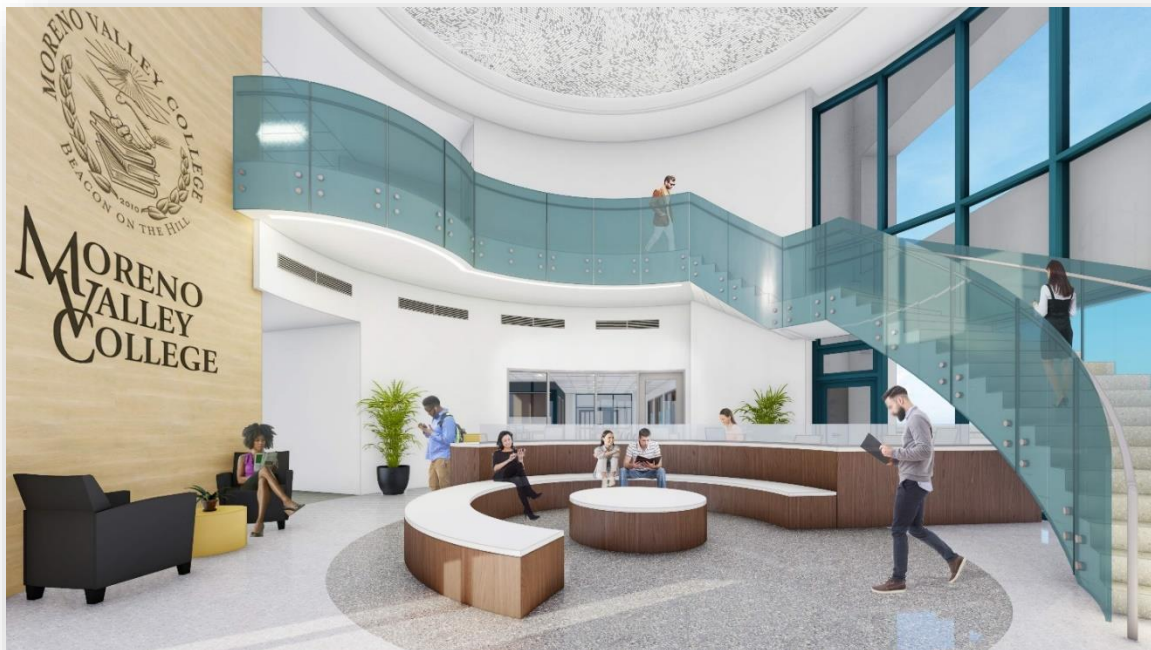
(Exhibit to begin on the next page.)



RIVERSIDE COMMUNITY COLLEGE DISTRICT

REQUEST FOR QUALIFICATION NO. 28-22/23-3

GENERAL CONTRACTOR (GC) LICENSE "B" PREQUALIFICATION



FOR
STUDENT SERVICES RENOVATION PROJECT
MORENO VALLEY COLLEGE

RFQ# 28-22/23-3

Information Package

Issued on January 18, 2023

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Application for Contractor Prequalification

PROJECT: Moreno Valley College Student Services Renovation Project

RFQ NUMBER: 28-22/23-3

ANTICIPATED BID DATE: February 2023

START OF CONSTRUCTION: May 2023

PREQUALIFICATION DUE DATE: Tuesday, February 7, 2023 prior to 3:00 PM

1. PREQUALIFICATION PROCESS

Pursuant to Public Contract Code section 20651.5, this prequalification is for General Contractor (Design-Bid-Build Delivery Method) associated with renovation of the Moreno Valley College Student Services project. The project is a complete renovation of the existing Student Services building totaling 14,365 Gross Square Foot of building. Project includes demolition, and complete renovation of the existing 3-story Student Services Building to transform the building for the following programs: Basic Service Needs (Food Pantry), Health Center, Veterans Resource Center, Student Lounge, Art Studio, EOPS/CARE, UB/TRIO, and administration offices. The Project partially funded by the Riverside Community College District's Measure C General Obligation Bond Program and Local Contribution and MVC Scheduled Maintenance 2021/22. As a condition of bidding, prospective applicants are required to submit to the District a completed prequalification package as specified in the "Submission of Completed Applications" section below. This Application and all attachments incorporated by reference therein are **not** public records and are **not** open to public inspection.

Only prospective applicants meeting the "Minimum Criteria for Prequalification", as set forth in the following Application for Contractor Prequalification, will be eligible to submit a bid proposal for the above listed project. Contractor prequalification status will be verified upon submission of bid proposals. Prequalification Document and Applications must be received by **3:00 PM, Tuesday, February 7, 2023**, delivered electronically to the District's Purchasing Office sent via email to Melinda Chavez (Purchasing Specialist) at Bids@rccd.edu.

The District reserves the right to reject any or all prequalification applications that are non-responsive, and to waive minor irregularities or informalities in any Application or in the prequalification process. Furthermore, the designation of a contractor as "prequalified" does not in any way waive or reduce the requirements established for the submission of a bid proposal. The District will evaluate all bid proposals for completeness and accuracy.

2. ABOUT THE RIVERSIDE COMMUNITY COLLEGE DISTRICT (RCCD)

Riverside Community College District (RCCD) is a three-college, higher education community college system serving the 1.4 million people living in Riverside County. Student enrollment is nearly 60,000 and growing at our Moreno Valley, Norco, and Riverside City colleges and at least 68% of our students are on some form of financial support. Our three colleges offer higher education opportunities to social-economically challenged areas and populations. All three colleges are federally designated Hispanic Serving Institutions (HSI).

3. ABOUT MORENO VALLEY COLLEGE (MVC)

The Moreno Valley College is fast becoming the health education center of choice in the Inland Empire with strong programs in health sciences, human, and public services. Each semester, more than 15,000 students pursue associate's degrees, transfer to a four-year college or university, or a career certificate that qualifies them to enter their chosen field. MVC offers instruction at two sites, a main campus located in the city of

Moreno Valley and an off-campus site, the Ben Clark Training Center, located approximately 11 miles from the main campus. In March of 2010, Moreno Valley College was accredited and recognized by the Board of Governors of the California Community Colleges as the 111th community college in the state. Moreno Valley College's main campus is approximately 140 acres.

4. ABOUT THE DISTRICT SERVICES

Riverside Community College District (DISTRICT) through its Facilities Planning and Development (FPD) unit supports the educational mission of its three Colleges - Moreno Valley, Norco and Riverside City through advanced planning and development of facilities, standards, infrastructure and resources that promotes a learning environment by providing safe, sustainable and high-quality campuses. The DISTRICT administers the capital facilities improvements to ensure compliance with the District Strategic Plan and Colleges Facilities Master Plans (FMPs), and manages the planning, development and implementation of the District Five (5) Year Capital Outlay plan and Long-term Capital Facilities program. The DISTRICT is also responsible for formulating, promoting, guiding, and administration of district policies and procedures associated with planning, design, and construction and development functions.

5. ABOUT PROJECT CONSULTANTS

PROJECT ARCHITECT – 19.6 Architects located at 250 East Rincon Street, Suite 108, Corona, CA 92879.
Monisha Adnani - Principal Architect

PROJECT CONSTRUCTION MANAGER – KITCHELL located at 3600 Lime Street, Suite 523, Riverside, CA 92501. Jeremy Judd - Project Executive

6. ABOUT MEASURE C

In March 2004, the electorate of Riverside Community College District passed Measure C authorizing the issuance of \$350,000,000 of general obligation bonds to finance the acquisition, construction, improvement and renovation of educational facilities at Moreno Valley College (MVC), Norco (NC), and Riverside City Colleges (RCC). Thus, the District utilized the Measure C authorization to a greater extent than anticipated through 2019 by expending, committing, or designating all of the total authorization.

Measure C delivered better educational programs at MVC, NC, RCC and the District. A detail of Measure C Capital Facilities Program achievements can be found here: [Measure C Summary Report from 2004-2019](#). Given the tremendous enrollment growth experienced by each of the colleges since 2004, funding to provide current, state-of-the-art facilities to meet the needs of the District's students remains a challenge.

7. ABOUT MEASURE C CITIZEN BOND OVERSIGHT COMMITTEE

A Citizens' Bond Oversight Committee (CBOC) keeps the public informed about how Measure C proceeds are used through annual reports to the Riverside Community College District Board of Trustees and the public.
<https://www.rccd.edu/committees/cboc/Pages/index.aspx>

8. PREQUALIFICATION SUBMITTAL SCHEDULE

Time is of the essence. Submitting Firms will be expected to adhere to the required dates and times.

Request for Qualification Submittal Schedule:

PREQUALIFICATION	DATE
ISSUE RFQ	01/18/2023
REQUEST FOR CLARIFICATIONS DUE BY 3:00 PM	01/27/2023
RFQ ADDENDUM ISSUED BY	02/01/2023
RFQ DUE TO DISTRICT BY 3:00PM	02/07/2023
DISTRICT TO NOTIFY RECOMMENDED PREQUALIFIED GENERAL CONTRACTOR TO BOARD	02/10/2023
ANTICIPATED BOARD OF TRUSTEES APPROVAL OF GENERAL CONTRACTOR PREQUALIFICATION	02/21/2023
ANTICIPATED NOTICE INVITING BIDS FOR MVC STUDENT SERVICES RENOVATION PROJECT	02/22/2023
ANTICIPATED BOARD OF TRUSTEES APPROVAL OF GENERAL CONTRACTOR BIDS AND AWARD BY	04/18/2023
ANTICIPATED START OF CONSTRUCTION	05/01/2023

9. SUBMISSION OF COMPLETED APPLICATIONS

Prequalification Documentation and Applications must be received by 3:00 PM, Tuesday, February 07, 2023, delivered electronically to the District’s Purchasing Office sent via email to Melinda Chavez at Bids@rccd.edu.

By submitting a prequalification application, prospective applicants agree that the District, in determining a contractor’s eligibility for bidding, may consider the contractor’s experience, performance under other contracts, financial condition, and other factors, which could affect the contractor’s performance on the Project.

10. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR) INFORMATION

Each applicant submitting a proposal to complete the work, labor, material, and/or services (“Work”) subject to this procurement must be a Department of Industrial Relations (“DIR”) registered contractor - pursuant to Labor Code §1725.5. An applicant who is not DIR registered contractor when submitting a proposal for the Work is deemed “not qualified” and the proposal of such an Applicant will be rejected for non-responsiveness.

Pursuant to Labor Code §1725.5, all subcontractors identified in an Applicant’s subcontractors’ list shall be DIR registered contractors as well. An affirmative and on-going obligation of the contractor under the contract documents is the contractor’s verification that all subcontractors, of all tiers, are at all times during performance of the work in full and strict compliance with DIR Registration requirements. The Contractor shall not permit or allow any subcontractor of any tier to perform any work without the Contractor’s verification that all such subcontractors are in full and strict compliance with DIR Registration requirements.

11. PREQUALIFICATION SUBMITTAL PACKAGE

A complete submission will be comprised of a fully completed, signed, and electronic submission containing **ALL** of the following:

- Part I:** Contractor Declaration;
- Part II:** Prequalification Questionnaire (Essential Requirements and Rated Questions);
- Part III:** Experience and References;
- Part IV:** Financial Rating;
 - A. Affidavit of Contractor;
 - B. Attachment #1 Certificate of Accountant (Audit of a Financial Statement)
 - C. Attachment #2 Certificate of Accountant (Review of a Financial Statement)
 - D. Attachment #3 General Letter of Credit

Part V: Additional Prequalification Documents;

- A. California Contractor License Board with Proof of Licensure;
- B. Department of Industrial Registration;
- C. Certificate of Insurance;
- D. Verification of Workers' Compensation Insurance;
- E. Surety Letter;
- F. Explanations (as appropriate).

Prospective applicants must furnish **ALL** of the above-listed items and are solely responsible for ensuring the completeness and accuracy of information provided. Failure to comply with this requirement may cause rejection of the Application as being non-responsive. Each Pre-Qualification Application must be signed under penalty of perjury in the manner designated on the "Affidavit of Contractor" by an individual who has the legal authority to bind the Contractor.

12. MINIMUM CRITERIA FOR PREQUALIFICATION

In order to pre-qualify to bid on the Project, a Contractor must meet the minimum criteria for each of the following four categories:

1. Meet all "Essential Requirements" for prequalification;
2. Meet or exceed a score of **Hundred (100)** points on the rated questionnaire;
3. Demonstrate through reference the minimum required experience on projects;
4. Demonstrate the financial capacity to perform this Project as evidenced by the Contractor's financial statements.

13. NOTIFICATION OF PREQUALIFICATION RESULTS

The following procedures can apply, at the Applicant's request, when an Applicant does not receive Prequalification status and wishes to challenge that decision. It is important to note that just because an Applicant does not receive Prequalification status, it does not mean that the District has determined that an Applicant is a non-responsible applicant. To the contrary, it simply means that the Applicant has not qualified for Prequalification status under this Prequalification Program and the project(s) subject to it. Also, it is important to note that just because an Applicant does not receive Prequalification status, it does not mean that the Applicant cannot submit bids or proposals on other District projects that are not subject to this Prequalification Program.

An Applicant that is denied Prequalification status can appeal that decision unless the Applicant has failed to properly complete the Prequalification Questionnaire and provide all of the required documents identified in the Prequalification Questionnaire. An Applicant's fees, costs, and expenses, of every kind, for the appeal shall be undertaken at the Applicant's sole expense and shall not be reimbursed for same by the District. An Applicant initiates an appeal by delivering to the District's Authorized Representative a written notice requesting a hearing and setting forth the specific basis of the appeal. The Applicant must deliver the written notice to Riverside Community College District Attn: Misty Griffin, Misty.Griffin@rccd.edu, within five (5) business days following the date of the District's notice that the Applicant has not received Prequalification status.

An Applicant waives the ability to appeal the District's decision if it fails to deliver the written notice within five (5) business days. The written notice must set forth, in detail, all facts (and include all documents) the Applicant

wishes to rely on to challenge the District's decision. An Applicant will not be permitted to add new facts after the close of the five (5) business day deadline. The District's Vice Chancellor, Business and Financial Services, or designee, will conduct a hearing on the appeal no later than five (5) business days following the Contractor's delivery of the written notice of appeal. The District may or may not, in its discretion, respond to the appeal before the hearing. The hearing will be informal and it is not an evidentiary hearing (i.e. there will be no evidentiary objections or the direct/cross examination of witnesses). At the hearing, the Applicant will be given the opportunity to present its arguments based on the facts and contentions submitted timely in writing and reasons in opposition to the District's decision to deny Prequalification status. The hearing officer will consider all evidence, information, documents and arguments submitted by the Applicant, the District's response thereto, and any other information, documents, evidence and/or arguments the hearing officer deems relevant. Within five (5) business days following the hearing, the hearing officer, will provide a written decision whether the Applicant is prequalified or not. The written decision is the final determination of the issue, and the Applicant shall have no further administrative appeals. The procedure and time limits set forth above are mandatory and an Applicant's sole and exclusive remedy in the event of a challenge to the District's decision on Prequalification status. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the challenge, including without limitation, filing a Government Code claim or other legal proceeding.

END OF RFQ INSTRUCTIONS

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PART I. CONTRACTOR DECLARATION

General Contractor (as name appears on license): _____

Address: _____

Phone: _____ FAX: _____

Email: _____

California Contractors License:

License No(s): _____ Primary License class: _____ Expiration Date: _____

CA Department of Industrial Relations (DIR) # _____

Type of Firm: (check one) Individual _____ Corporation _____ Partnership _____

Other (specify) _____

Tax I.D. No.: _____ Date Business Formed: _____

Date incorporated (if applicable): _____ State of Incorporation: _____

OWNERS, OFFICERS, AND PRINCIPALS (including Responsible Managing Officer and Responsible Managing Employee)			
<i>Name</i>	<i>Years with Firm</i>	<i>Position</i>	<i>% of Ownership</i>

If answering “yes” to any of the below-listed questions, explain on a separate signed page.

Have the firm’s owners, officers, and/or principals (including the RMO/RME) ever been licensed under a different name or license number? Yes _____ No _____

Have officers or principals of firm ever had their Contractor’s licenses suspended or revoked? Yes _____ No _____

Has there been any change in the control of the firm in the last five years?

Yes _____ No _____

Are any of the firm's owners, officers, and/or principals connected with any other companies as a subsidiary, parent, or affiliate?

Yes _____ No _____

END OF PART I

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PART II: PREQUALIFICATION QUESTIONNAIRE

Section 1A: Essential Requirements

The Contractor is disqualified if the answer to any of questions 1 through 8 in this section is “No” or the answer to any of questions 9 through 13 in this section is “Yes.”

1. Does the Contractor possess a valid and current California Contractor’s license or other professional license as required by law applicable to the Project (B License)?

_____ Yes _____ No

2. Has the Contractor attached a Certificate of Insurance demonstrating a valid insurance policy with a policy limit of at least \$2,000,000 (general aggregate) \$1,000,000 (each occurrence), Automobile Liability \$1,000,000, Worker’s Compensation \$1,000,000. Insurance Company must be from a California admitted carrier with a financial rating of at least an A status.

_____ Yes _____ No

3. Has the Contractor attached verification of a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code sections 3700 et. seq.?

_____ Yes _____ No _____ Exempt (Contractor has no employees)

4. Has the Contractor has attached the latest copy of a complete **audited or reviewed** set of financial statements with accompanying notes and supplemental information. (A DISTRICT Consultant or representative will be reviewing this statement only)

_____ Yes _____ No

5. Has the Contractor attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance, NOT by the Contractor’s agent or broker) authorized to issue bonds in the State of California, which states that the Contractor has a current available bonding capacity to cover this Project?

_____ Yes _____ No

6. Contractor meets the minimum experience requirements as set forth in Part III, Sections A, B, C?

_____ Yes _____ No

7. Contractor has an Experience Modification Rate (EMR) (California workers’ compensation insurance) average for the past three premium years of **1.00** or less over the last three years?

_____ Yes _____ No

List your firm's Experience Modification Rate (EMR) (California's 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: _____

Proof of EMR rate from the WCIRB for each year in the form of an experience modification worksheet MUST be included with your prequalification packet. The following links are provided to assist submitter in obtaining the required forms necessary for submission:

- <http://www.wcirb.com/guide-to-workers-compensation/experience-rating/experience-rating-wksheet>
- <http://www.wcirb.com/learning/learning-center-overview>
- <http://www.wcirb.com/estimator>
- <http://www.wcirb.com/guide-to-workers-compensation/experience-rating>
- <http://www.wcirb.com/guide-to-workers-compensation/experience-rating/experience-period>

8. Is the Contractor currently registered and in good-standing with the California Department of Industrial Registrations for Public Works projects?

_____ Yes _____ No

9. Has the Contractor defaulted on a contract that caused a surety to suffer a loss on either a performance or payment bond in the past five (5) years?

_____ Yes _____ No

10. In the past ten years, has the Contractor had one or more of its construction contracts terminated due to contractor fault, prior to completion of the project?

_____ Yes _____ No

11. Has the Contractor's firm, or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of the Contractor's firm declared bankruptcy or been placed in receivership within the past five years?

_____ Yes _____ No

12. In the past five (5) years, has the Contractor's firm, or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of the Contractor's firm ever been found guilty of or liable for violating any federal, state, or local statute, regulation, or ordinance regarding a construction contract, which was not overturned on appeal?

_____ Yes _____ No

13. Has there been any occasion in the last five (5) years in which the Contractor or the Contractor's firm was required to pay back wages or penalties for failure to comply with California's prevailing wage laws? (Note: This question does not pertain to violations by a subcontractor.)

_____ Yes _____ No

Section 1B: Rated Questions

The Contractor must receive a minimum of **95** points out of a possible **125** points in this Section.

1. Number of years of experience as a general contractor in public works construction? _____ Years

15 + years - 10 points

10 to 14 years - 7 points

5 to 9 years - 3 points

0 to 4 years - 0 points

2. Number of years of experience in higher education construction? _____ Years

10 + years - 10 points

5 to 10 years - 7 points

2 to 5 years - 3 points

0 to 2 years - 0 points

3. Contractor has completed as a general contractor higher education projects of similar size, defined as projects greater than \$5 million major renovation projects within the past 8 years. Choose the one with the highest point value that Contractor meets.

10 or more completed projects - 10 points

5 to 9 completed projects - 7 points

1 to 4 completed projects - 3 points

0 completed projects - 0 points

4. Contractor has completed as a general contractor for California Community District (CCD) and/or K-12 projects under the Division of the State Architect jurisdiction of similar size, defined as projects greater than \$5 million major renovation projects within the past 8 years. Choose the one with the highest point value that Contractor meets.

10 or more completed projects - 10 points

5 to 9 completed projects - 7 points

1 to 4 completed projects - 3 points

0 completed projects - 0 points

5. Does the Contractor's business entity have a physical office location within the geographical boundaries of the Riverside Community College District (Moreno Valley, Perris, Riverside, Jurupa Valley, Corona, Norco, or Eastvale)? _____ Yes _____ No

If yes, please provide the address of your location: _____

Yes - 5 points

No - 0 points

6. The District is committed to local hiring on its construction projects. What percentage of Riverside County residents can you commit to employ on this Project? _____ Percent

Greater than 30% - 10 points

15% to 30% - 5 points

Less than 15% - 0 points

If Yes to any of the below-listed questions, explain on a separate signed page.

7. Has a claim or other demand been made against your firm's Bond that is filed with the California Contractors License Board in the last (10) years? _____ Yes _____ No

No - 5 points

Yes - 0 points

8. Has a complaint been filed against your firm's License with the California Contractors State License Board in the last (10) years? _____ Yes _____ No

No - 5 points

Yes - 0 points

9. Has the Contractor's firm, or any owner, officer, or principal (including Responsible Managing Officer/Responsible Managing Employee) of the Contractor's firm, ever been unable to obtain a bond or been denied a bond for a construction contract in the last five (5) years?
_____ Yes _____ No

No - 5 points

Yes - 0 points

10. In the last ten (10) years, has your firm ever failed to complete a construction contract within the authorized contract time? _____ Yes _____ No

No -5 points

Yes - 0 points

11. In the last (10) years, has your firm ever been declared in default of a construction contract?
_____ Yes _____ No

No - 5 points

Yes - 0 points

12. In the last (10) years, has your firm ever been assessed for liquidated damages under a construction contract with either a public or private owner? _____ Yes _____ No

No - 5 points

Yes - 0 points

13. Has any claim against your firm concerning work on a construction project ever been filed in court or submitted to arbitration or mediation by either a public or a private owner within the past 10 years?
_____ Yes _____ No. If yes, on how many occasions? _____

No occasions - 10 points
1 or 2 occasions - 5 points
More than 2 occasions - 0 points

14. Has your firm ever made any claim against a public or private owner concerning work or payment on a construction project and filed that claim in court or submitted the claim to arbitration or mediation within the past 10 years?

_____ Yes _____ No. If yes, on how many occasions? _____

No occasions - 10 points
1 or 2 occasions - 5 points
More than 2 occasions - 0 points

14. In the last ten (10) years, has any surety made any payments on your firm's behalf to satisfy any claims made against a payment or performance bond issued on your firm's behalf in connection with a public or private construction project?

_____ Yes _____ No. If yes, on how many occasions? _____

No occasions - 10 points
1 occasion - 5 points
More than 1 occasion - 0 points

15. Has the Occupational Safety and Health Administration (OSHA or 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 (5) 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

No - 5 points
Yes - 0 points

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

_____ Yes _____ No

No - 5 points
Yes - 0 points

END OF PART II

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PART III: EXPERIENCE & REFERENCES

SECTION A: List references for at least two (2) public school, community college, or four-year university contracts of similar size, scope, and complexity completed within the past five years as a general contractor pursuant to California Public Works Law. Referenced projects must have a minimum contract value of \$5 million to be considered (Engineer’s estimate for this project is \$4.81 million). It is preferred that the references are for renovation and CCD projects.

Project 1:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 2:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 3:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 4:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

Project 5:	
Name of Project:	
Project Description:	
Owner/Contact Person:	
Contact Number:	
Start Date:	Completion Date:
Contract Value:	Change Order Amount:
Disputed Contract (Yes/No)? <i>If yes, please explain on a separate signed page:</i>	

SECTION B: List references for at least two (2) Architects and/or Engineers with whom you have worked on projects of similar size, scope, and complexity in the past five years.

Project 1:
Name of Project:
Type of Construction/Project Description:
Architect:
Contact Number:
Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page:</i>
Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page:</i>

Project 2:
Name of Project:
Type of Construction/Project Description:
Architect:
Contact Number:
Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page:</i>
Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page:</i>

Project 3:
Name of Project:
Type of Construction/Project Description:
Architect:
Contact Number:
Project Completed on Time (Yes/No)? <i>If no, please explain on a separate signed page:</i>
Project Completed on Budget (Yes/No)? <i>If no, please explain on a separate signed page:</i>

SECTION C: List references for at least two (2) Division of State Architects (DSA) Inspectors with whom you have completed and certified projects of similar size, scope, and complexity in the past five years.

Project 1:	
Name of Project:	
Project Owner:	County, State Completed:
Type of Construction/Project Description:	
DSA Inspector:	
Contact Number:	
Notice of Completion Date:	DSA Project Certification Date:

Project 2:	
Name of Project:	
Project Owner:	County, State Completed:
Type of Construction/Project Description:	
DSA Inspector:	
Contact Number:	
Notice of Completion Date:	DSA Project Certification Date:

Project 3:	
Name of Project:	
Project Owner:	County, State Completed:
Type of Construction/Project Description:	
DSA Inspector:	
Contact Number:	
Notice of Completion Date:	DSA Project Certification Date:

Section D: List the present and all prior Sureties whom have provided a bond to your firm in the last five (5) years.

SURETY HISTORY		
Company & Address	Contact Name & Phone	Largest Bond

Single Project Bond Limit: _____

Aggregate Bond Capacity: _____

Total Value of Work in Progress: _____

Current Bond Rating: _____

END OF PART III

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PART IV: FINANCIAL RATING

The questionnaire responses and financial statements are **not** public records and are not open to public inspection pursuant to Public Contract Code section 20101. All information provided will be kept confidential to the extent permitted by law.

All prospective applicants must meet the following financial criteria based on the trade package for which the Application is being submitted when evaluating the lesser of:

- Fifteen times working capital (current assets minus current liabilities), OR
- Five times net worth (assets less liabilities, plus available letter of credit confirmed by bank letter), OR
- Annual Revenue times 30%

Prospective bidders **shall** provide each of the documents listed below in order to be deemed financially qualified to bid this project. Failure to complete and/or provide the information requested may result in disqualification.

A. Audited/Reviewed Financial Statements

Prospective Bidder must submit the most recent one (1) year of independently audited/reviewed financials including balance sheet, income statement, statement of cash flows and notes to the financials.

B. Certificate of Accountant

The certificate of an accountant licensed by the State of California will be required in all cases. A suggested form of a certificate for both an audit and a review is attached, (Attachment 1). The accountant may submit a certificate in his/her own words provided it does not include qualifications too extensive as to nullify the value of the statement or its usefulness to the DISTRICT.

C. General Letter of Credit (optional)

A Letter of Credit may be included in determining the Net Worth (assets less liabilities) of the contractor for the purposes of prequalification with the District. A suggested letter format is attached (Attachment 2). Banks may issue a Letter of Credit on its own letterhead, provided that the letter contains the same provisions, is addressed to the Riverside Community College District, and bears an original signature.

END OF PART IV

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A. AFFIDAVIT OF CONTRACTOR

The applicant of the foregoing answers and statements of experience and financial condition has read the same and the matters stated therein are true of his or her own knowledge. The applicant may be required to provide the District with any information necessary to verify information in this Application. Should the information in the Application at any time cease to accurately and completely represent the Applicant in any substantial respect, the Applicant will refrain from further bidding on the Project.

Attached is a certified copy of the minutes of the corporation indicating that the person whose signature appears below has authority to bind the corporation. For other types of organization, provide evidence in a form and substance acceptable to the District (such as a Power of attorney) that the person whose signature appears below has authority to bind the Contractor.

AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP:

I, _____, an individual, doing business as _____ hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

PARTNERSHIP AFFIDAVIT:

I, _____, a partner of _____ hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

CORPORATE AFFIDAVIT:

I, _____, the _____ of _____
(Title of Corporate Officer) (Full Corporate Name)
hereby declare, by signing this affidavit, the foregoing statements to be true and correct and are made under penalty of perjury under the laws of the State of California.

Executed this _____ Day of _____, 2016,

City of _____, County of _____,

State of _____.

Signature of Applicant _____

B. CERTIFICATE OF ACCOUNTANT

FOR AN AUDIT OF A FINANCIAL STATEMENT COMPLETE THIS CERTIFICATE

STATE OF _____

We have examined the Financial Statement of _____ as of _____. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures, as we considered necessary in the circumstances.

In our opinion, the accompanying financial statement included on pages __to, inclusive, sets forth fairly the financial condition of _____ as of _____, in conformity with generally accepted accounting principles.

(Print Name of Firm)

(Accountant must sign here)

(Telephone No.)

(License No.)

Special Note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; or by any individual who is a member of the firm with more than a 10 percent financial interest.

C. CERTIFICATE OF ACCOUNTANT

FOR A REVIEW OF A FINANCIAL STATEMENT COMPLETE THIS CERTIFICATE

I (we) have reviewed the accompanying financial statement of _____ as of _____.
The information included in the financial statement is the representation of the management of the above firm.

Based on (our) review, with the exception of the matter (s), described in the following paragraph (s), (we are) not aware of any material modifications that should be made to the accompanying financial statements, in order for them to be in conformity with generally accepted accounting principles.

NOTE THIS REVIEW CONSISTS PRINCIPALLY OF INQUIRIES OF MANAGEMENT AND APPROPRIATE ANALYTICAL PROCEDURES APPLIED TO THIS FINANCIAL DATA. IT IS SUBSTANTIALLY LESS IN SCOPE THAN AN EXAMINATION IN ACCORDANCE WITH GENERALLY ACCEPTED AUDITING STANDARDS, THE OBJECTIVE OF WHICH IS THE EXPRESSION OF AN OPINION REGARDING THE FINANCIAL STATEMENTS TAKEN AS A WHOLE. ACCORDINGLY, WE HAVE NOT EXPRESSED SUCH AN OPINION.

(Print Name of Firm)

(Accountant must sign here)

(Telephone No.)

(License No.)

Special Note to Accountant:

The above Certificate of Accountant shall not be made by any individual who is in the regular employ of the individual, partnership or corporation submitting the statement; or by any individual who is a member of the firm with more than a 10 percent financial interest.

D. GENERAL LETTER OF CREDIT

TO: Riverside Community College District
3801 Market Street, 3rd Floor
Riverside, CA 92501

ATTN: Business & Financial Services

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the prequalification of _____ (Name of Contractor).

Under the direction of the District pertaining to the construction, alteration, and maintenance of Riverside Community College District facilities, we certify that the above-named Contractor has been extended an unqualified line of credit not to exceed \$_____, and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

It is understood that this Letter of Credit is to be used by the District solely for determining the financial resources of the Contractor for purposes of determining prequalification.

_____ Bank No. Code _____
(Name of Bank)

(Address)

(City)

By: _____

(Please type or print name & title)

PART V: REQUIRED ADDITIONAL PREQUALIFICATION DOCUMENTS

- A. CALIFORNIA CONTRACTOR LICENSE BOARD;
- B. DEPARTMENT OF INDUSTRIAL REGISTRATION;
- C. CERTIFICATE OF INSURANCE;
- D. VERIFICATION OF WORKERS' COMPENSATION INSURANCE;
- E. SURETY LETTER;
- F. EXPLANATIONS (AS APPROPRIATE).

PART VI: SELF-ASSESSMENT SHEET

Company Name: _____

PART I	Contractor Declaration			
	Section 2: if you answered "Yes" to any of the questions, did you provide a separate page of explanation with a signature?	Yes	No	N/A

Part II	Prequalification Questionnaire			
	Section 1B: if you answered "Yes" to any of the questions, did you provide a separate page of explanation with a signature?	Yes	No	N/A

Total Points Scored – Enter Value in Box at Right 

Part III	Experience & References		
	Section A: did you list at least 2 public school, community college, or four-year university projects completed within the last 5 years and valued at or above \$5 million?	Yes	No
	Section B: did you list at least 2 Architects and/or Engineer that you have worked on a project within the last 5 years?	Yes	No
	Section C: did you list at least 2 DSA Inspectors that you have worked on a project with within the last 5 years?	Yes	No

Part IV	Financial Rating		
	Did you provide the mandatory financial documents?	Yes	No

Signed Affidavit of Contractor?	Yes	No
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Copy of Certificate of Insurance?	Yes	No
--	-----	----

Proof of Worker's Comp Insurance?	Yes	No
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Notarized Surety Letter?	Yes	No
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Proof of EMR for each year from WCIRB?	Yes	No
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END OF RFQ