

**REQUEST FOR SEALED PROPOSALS  
FOR CONSTRUCTION SERVICES FOR  
LA JOLLA HIGH SCHOOL  
WHOLE SITE MODERNIZATION  
(LEASE-LEASEBACK)**

The San Diego Unified School District (“**District**”) is requesting sealed proposals for construction services through this document (“**RFP**”) for:

- La Jolla High School Whole Site Modernization (WSM) (“**Project**”)

as further described in **Attachment No. 1** (“**PROJECT DESCRIPTION**”).

- Estimated Construction (Hard Cost) Budget for Project: \$23,000,000
- Estimated Total Amount Contractor will Finance for the Project: \$1,200,000
- Anticipated Duration of Project: Twenty-One (21) months

Through this RFP, the District intends to select one (1) contractor for the Project, therefore:

- The Project is targeted for construction beginning on or about December 22, 2018, and upon issuance of a written Notice to Proceed (NTP).

Your firm was one of the qualified firms that responded to the District’s Request to Prequalify and for Statement of Qualifications for Preliminary and Construction Services for Certain District Projects (Lease-Leaseback), dated October 6, 2017 (“**Firm**” or “**Contractor**”). As indicated in the Request to Prequalify (“**RFQ**”), the District intends to award this Project utilizing the lease-leaseback delivery method (Education Code section 17406. et. seq.).

**RFP Documents:** The RFP Documents are available at Crisp Imaging, 4920 Carroll Canyon Rd., San Diego, CA 92121 (858-535-0607) or online from Plan Well. Hard copy proposal documents are available for a refundable payment of Seven-Hundred Dollars (\$700) per set; CD’s are available for a non-refundable charge of \$50, and; online documents are available for download on PlanWell through Crisp Imaging [www.crispimg.com](http://www.crispimg.com), click on Public Planroom. Payments shall be made by check payable to SAN DIEGO UNIFIED SCHOOL DISTRICT. If the deposit for the RFP Documents is refundable, refunds will be processed by the District only if the RFP Documents, including all addenda, are returned intact and in good order to Crisp Imaging within ten (10) days of submitting proposal.

**Mandatory Pre-Proposal Conference and Site Walk:** A mandatory pre-proposal meeting and site walk will be held at the date/time indicated in the RFP Schedule. All participants are required to meet in front of the school, near the administration building at **La Jolla High School, 750 Nautilus Street, La Jolla, CA 92037**. The meeting will give a general project overview, followed by a site walk of the school site. The pre-proposal meeting and site walk is expected to take approximately three (3) hours. Failure to attend (or extreme tardiness) and to sign in will render a Contractor’s Proposal ineligible.

**Proposals:** must be received by the respective dates indicated in the RFP Schedule, with one (1) original in a 3-ring binder, plus 1 copy of **Attachment 4 (Construction Services and other Pricing Factors – Page 52)**, in a sealed envelope, and six (6) copies of requested materials as well as one (1) electronic copy of all documents, in PDF format with bookmarks on a flash drive to: **San Diego Unified School District, 2351 Cardinal Lane, Building M, San Diego, CA 92123, Attn: Ashley Mains, Contract Specialist**. The following documents to be submitted **within 24**

**hours of the Proposal deadline:** Completed **Attachment 4 (Accessories/Optional Products/Modifications - page 53)** and **Attachment 5 (Schedule of Values – pages 54-60)**. Contractor to provide 6 copies of all 24 hour documents.

**If you do not intend to submit a proposal for this Project, please inform the Contracts Specialist, Ashley Mains ASAP at (619) 522-5830 or amains@sandi.net.**

**Questions:** Questions regarding this RFP must be in writing and directed only to **Ashley Mains at amains@sandi.net** by the date indicated in the RFP Schedule. CONTRACTORS WITH QUESTIONS OR COMMENTS ABOUT THIS RFP OR THE PROJECT **SHOULD NOT** CONTACT ANY OTHER DISTRICT REPRESENTATIVE, BOARD MEMBER, CONSULTANT, EMPLOYEE, OR PERSON. ATTEMPTS BY A CONTRACTOR TO CONTACT ANY OTHER PERSON MAY RESULT IN DISQUALIFICATION OF THAT FIRM.

**RFP Addenda:** Firms are solely responsible for checking the District's online plan room at [www.crispimg.com](http://www.crispimg.com) and obtaining access via PlanWell to determine if the District has issued any addenda to this RFP. Firms must acknowledge receipt of all addenda in their Proposal. Failure to acknowledge and respond to any addenda issued by the District may, at the District's sole discretion, render the Contractor's Proposal non-responsive or incomplete and may be rejected.

**Subcontractor's Prequalification (Non-MEP and MEP):** Every subcontractor to the Contractor seeking to perform work valued at more than one-half of one percent (1/2 of 1%) of the value of the Contract is required to meet the minimum criteria as outlined herein. Each non-MEP subcontractor shall complete the form that is attached to this RFP as **Attachment No. 2** ("NON-MEP SUBCONTRACTOR'S PREQUALIFICATION FORM"). In addition, if components of the Project will be performed by mechanical, electrical, or plumbing ("MEP") subcontractors regardless of value of their work, then each of those MEP subcontractors with the following license classifications that intend to propose as a subcontractor performing work under one or more of the following license classifications, is required to have been prequalified by the District: C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46. Every MEP subcontractor performing in the respective trade must be prequalified by submitting the application that is attached to this RFP as **Attachment No. 2**, to the District no later than the date indicated in the RFP Schedule.

**RFP Schedule:** The District has set the following RFP Schedule that all Contractors must adhere to. The District reserves the right to modify this RFP Schedule and will issue an addendum if it modifies this RFP Schedule.

<b>Event</b>	<b>Time / Date / Deadline</b>
District Issues RFP and Contract Documents Available	August 30, 2018
<b><u>Mandatory Pre-Proposal Conference and Site Walk</u></b>	9:00 AM, Sept. 5, 2018
Deadline for Contractors to submit RFI questions regarding this RFP	2:00 PM, Sept. 19, 2018
Deadline for MEP and Non-MEP Subcontractors to complete and submit Prequalification Application	<b>2:00 PM, Sept. 12, 2018</b>
District to respond to Contractors' RFI questions regarding this RFP	Sept. 28, 2018

District to provide all Contractors with list of all prequalified Subcontractors	Sept. 26, 2018
Deadline for Contractors to submit Proposal	<b>2:00 PM, Oct. 11, 2018</b>
District Negotiations with Contractor	Oct. 26 – Oct. 31, 2018
District Board approves successful Contractor	December 11, 2018

This RFP is not a formal request for bids or an offer by the District to contract with any party responding to this RFP. The District reserves the right to amend this RFP as necessary, and to reject any and all proposals if deemed in the best interest of the District. No employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP and Contractors shall not rely on any oral clarification or modification to the RFP. All Proposals and attachments submitted to the District in response to this RFP shall remain property of the District.

## 1. GENERAL INSTRUCTIONS, REQUIREMENTS AND INFORMATION

- 1.1. **License:** Contractor is required to possess one or more of the following State of California Contractor License(s): **B**. The Contractor's license(s) must be active and in good standing at the time of submitting its Proposal and must remain so throughout the term of the Contract.
- 1.2. **Labor Code Requirements:** Pursuant to Labor Code §1773, the Director of the Department of Industrial Relations (DIR) of the State of California has determined the generally prevailing rates of wages in the locality in which the Work is to be performed. To perform work on this project, Contractor and all of its subcontractors are required to be registered as public works contractors with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5. All contractors' registration must remain active throughout the term of the agreement. The rates are set forth in a schedule which may be found on the DIR website <http://www.dir.ca.gov>. Any Contractor to which a contract is awarded must pay the prevailing rates, post copies thereof at the job site, provide payroll records when required, and otherwise comply with applicable provisions of state law.
- 1.3. **Withdrawal of Proposals:** Proposals may not be withdrawn by any Contractor for a period of **one-hundred fifty (150) days** after the opening of Proposals. During this time, all Contractors shall guarantee prices quoted in their respected Proposals.
- 1.4. **Substitute Security:** In accordance with the provisions of California Public Contract Code §22300, substitution of eligible and equivalent securities for any monies withheld by the District to ensure the Contractor's performance under the Contract will be permitted at the request and expense of the Contractor and in conformity with California Public Contract Code §22300.
- 1.5. **Examination of Contract Documents:** Each Contractor shall become fully acquainted with conditions relating to the Work to fully understand the facilities, difficulties, and restrictions attending the execution of the Work. Contractors shall thoroughly examine and be familiar with the Drawings and Specifications and all other Contract Documents. The failure of any Contractor to receive or examine

any of the Contract Documents, form, instrument, addendum, or other document or to visit the Site(s) and be acquainted with the conditions there existing shall in no way relieve any Contractor from obligations with respect to its Proposal or to the contract. The submission of a Proposal shall be taken as prima facie evidence of compliance with this section.

- 1.6. Project Geotechnical Report:** A geotechnical report has been prepared for this Project and is available for information and reference only from the Facilities Management Department. Copies can be obtained from Alonso Casas at the Facilities Management Office, Annex 4, 4860 Ruffner Street, San Diego, CA 92111, or via email at [acasas@sandi.net](mailto:acasas@sandi.net). The report, in its entirety, is not part of the Contract Documents. The geological boring logs and boring site location plan are a part of the Contract Documents (See Appendix of the Technical Specifications). The opinions expressed in the report are those of the geotechnical engineer and represent interpretations of the subsurface soil conditions, texts, and results of the analyses conducted by the geotechnical engineer. The District (Owner) will not be responsible for interpretations or conclusions drawn from this data by the Contractor.
- 1.7. Delivery of Bonds and Certificates:** Unless otherwise specified, the successful Contractor shall, within five (5) business days after written notification by the District, sign and deliver to the District the Labor and Material Payment Bond and Performance Bond, certificates of insurance, and other required documents. In the event the successful Contractor fails or refuses to so deliver such documents by the deadline date, the District may award the work to the next qualified Contractor. **The penal sums of the Labor and Materials Payment Bond and the Performance Bond shall each be in an amount equal to 100% of the Contract Price.** Bonds required by the Contract Documents shall be accepted by the District on District provided forms, only if issued and duly executed by a responsible corporate surety, authorized to issue such bonds in the State of California, and financially secured through an authorized agent with an office in California.
- 1.8. Interpretation of Contract Documents:** If any person contemplating submission of a Proposal for the proposed Contract is in doubt as to the true meaning of any part of the Drawings, Specifications, or other portions of the Contract Documents, or finds discrepancies in, or omissions from the Drawings, Specifications or other portions of the Contract Documents, a written request for an interpretation or correction thereof shall be submitted to the District as indicated in the RFP Schedule. Any Contractor submitting such a request is solely responsible for its prompt delivery. Any interpretation or correction, or other modification of any portion of the Contract documents will be made only by Addendum duly issued by or on behalf of the District and a copy of such Addendum will be mailed, facsimiled, or otherwise delivered to each Contractor who has theretofore obtained a set of the Contract Documents. The District will not be responsible for any other explanations or interpretations of the Contract Documents. No oral interpretation, correction or modification of any portion of the Contract Documents will be made to any Contractor and no Contractor may rely upon any such oral interpretation, correction or modification. Addenda issued pursuant to the above shall be made a part of the Contract Documents. All interpretations, corrections or modifications made by District shall be final and binding. Failure of a Contractor to request

interpretation, correction or modification of known discrepancies in, or omissions in the Drawings, Specifications or other portions of the Contract Documents shall be deemed an acknowledgment by the Contractor that if awarded the Contract for the Work, the Contractor will remedy said discrepancies and omissions at no additional cost to the Owner.

- 1.9. **Addenda and Amendments:** This document and any attachments, appendices and addenda will be available online from Plan Well. Contractors are responsible for ensuring that electronic communication is functioning and that online documents are accessible. Should there be any questions or uncertainty that documents cannot be accessed or questions are not being received, Contractors are responsible for following up with the District by e-mail at **amains@sandi.net**.

Contractor is completely responsible for obtaining and verifying all addenda issued by the District. Failure of a Contractor to obtain and acknowledge in the RFP all addenda may result in their proposal being deemed as non-responsive or incomplete. Any addenda issued during the time of the RFP solicitation shall form a part of the RFP.

- 1.10. **Inspection of Facilities:** The District reserves the right to inspect the facilities of the Contractor prior to award of the contract. If the District determines that after such inspection the Contractor is not capable of performance within the District's standards, their proposal will not be considered. The findings and decisions of the District shall be final.

- 1.11. **Emerging Business Enterprise (EBE):** The District has an Emerging Business Enterprise (EBE) Program that recognizes Small Business Enterprises (SBEs) and Minority- (MBE), Women- (WBE), Disabled Veteran-Owned (DVBE/SDVOB) business enterprises, and other broadly recognized designations. Responding firms are required to provide an EBE Participation Plan listing its own EBE designation (if applicable) and its EBE subconsultants and teaming partners, and describing the method for meeting the District's EBE participation goals.

1.11.1 The Firm shall also include the following tasks as part of its EBE Participation Plan:

- a. Identify Firm's EBE Participation liaison and contact information. Firm shall inform the District of any personnel changes in advance of the meetings and/or deliverables described below.
- b. Contractor will submit each month with its Pay Application a completed EBE Participation Report form (to be provided by the District). Data to be provided will include, but not be limited to, project information, EBE subcontractor names and information, EBE contract award values, description of EBE's work, EBE certification designations, contract amendments and EBE participation values (\$ and %).
- c. District Business Outreach staff will attend the project preconstruction meeting and present information about the reporting schedule, EBE Participation goals and requirements, review the Firm's proposed outreach Plan and methods, and

identify any areas/trades where District Business Outreach staff could provide assistance in helping the Firm meet its goals.

- d. District Business Outreach staff will review and assess monthly reports. The following meetings will be held if the Firm is not meeting or is not on track to meet its EBE participation goals.
- 1) 50% completion EBE Status meeting with District Business Outreach staff to review Firm's EBE Participation results to date, subcontractors and/or suppliers proposed to complete the project, project schedule and subcontractors timing, and identify any areas/trades that require support from the District Business Outreach staff to meet Firm's goals.
  - 2) Substantial completion EBE Status meeting with District Business Outreach staff to review Firm's EBE Participation results, goals and proposed outreach efforts; and identify any areas/trades that require support from the District Business Outreach staff to meet Firm's goals. A follow-on meeting may be set as deemed necessary and at the convenience of District Business Outreach staff to provide the Firm with every opportunity to meet its EBE participation goals.

#### 1.12.

As of 2017, District EBE goals for architects, engineers and construction are as follows:

<b>EBE Business Classification</b>	<b>EBE Participation Goals</b>
<b>Overall EBE Goal*</b>	<b>50%</b>
Disabled Veteran-Owned Business Enterprise (DVBE)	5.0%
Minority-Owned Business Enterprise (MBE)	8.0%
Women-Owned Business Enterprise (WBE)	4.5%
Small Business Enterprise (SBE)	45%
<i>*SDUSD tracks each EBE certification held; therefore, the total EBE goal may differ from the sum of the EBE categories</i>	

"Emerging Business Enterprise" (EBE) is an umbrella term that includes minority-, women-, disabled veteran-owned and small business enterprises, which are defined as follows:

- a. Small Business Enterprise (SBE): an independently owned and operated business, which is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years. See California Government Code §14837(d)(1).

District accepts SBE certifications from California DGS; the City of San Diego's Small Local Business Enterprise (SLBE) and Emerging Local Business Enterprise (ELBE) programs; and the Small Business Administration's (SBA's) Certified 8(a) Program.

- b. Disabled Veteran Business Enterprise (DVBE): 51% owned by one or more disabled veterans, management and daily operations are controlled by one or more disabled veterans *but need not be those who own the business*; and home office located in the United States which is not a branch or subsidiary of a foreign corporation. See California Military & Veterans Code, §999(b)(7)(A).

District accepts, both, the California Department of General Services (DGS) Disabled Veteran Business Enterprise (DVBE) certification and the Department of Veterans Affairs Center for Veterans Enterprise (CVE) Service Disabled Veteran-Owned Small Business Enterprises (SDVOSE) verification with CVE letter.

- c. Minority Business Enterprise (MBE): 51% owned by one or more minorities, management and daily operations are controlled by one or more minorities who own the business; and home office located in the United States which is not a branch or subsidiary of a foreign corporation. See California Public Contract Code, §10115.1(e)

District accepts, both, the California Public Utilities Commission (CPUC) Supplier Clearinghouse MBE and the California Unified Certification Program (CUCP/Caltrans) Disadvantaged Business Enterprise (DBE) and MBE certifications, and that from the Minority Supplier Development Council (MSDC).

- d. Women Business Enterprise (WBE): 51% owned by one or more women, management and daily operations are controlled by one or more women who own the business; and home office located in the United States which is not a branch or subsidiary of a foreign corporation. See California Public Contract Code, §10115.1(e)

District accepts, both, the CPUC and CUCP/Caltrans WBE certifications, and that from the Women's Business Enterprise Council (WBENC).

- 1.13. **Disabled Veteran Business Enterprise Participation Program:** Pursuant to Resolution In Support of Service Disabled Veterans Owned Businesses (SDVOB) and Disabled Veteran Business Enterprises (DVBE) approved on May 10, 2011 by the Board of Education, the San Diego Unified School District has replaced the good faith effort with a *mandatory requirement* of 3% for DVBE participation in all District construction bids/RFPs, regardless of size. In order to be responsive, the successful Contractor *must meet or exceed* 3% DVBE participation either directly through the General Contractor or a first tier subcontractor or supplier as evidenced by DVBE/SDVOB Contractor Declaration and Contractor's DVBE Statement forms submitted at time of proposal. The failure of any Contractor to strictly comply with the District's DVBE Participation Program Policy will result in rejection of a Contractor's Proposal for non-responsiveness or incompleteness.

All Contractors will be required to submit a *complete* DVBE/SDVOB Contractor Declaration *and* Contractor's DVBE Statement that are attached to this RFP as **Attachment No. 3** ("DESIGNATED DVBE/SDVOB PARTICIPATION DOCUMENTATION AND DESIGNATED SUBCONTRACTORS LIST"), including the subcontractor/supplier's full address and contact information and work to be performed or supplies to be provided, at time of submitting its Proposal. See also Section 2.10 of this RFP.

DVBES need to have a current and valid certification from the State of California Department of General Services. SDVOBs need to have a current and valid verification letter from the Department of Veteran's Affairs Center for Veterans Enterprise; self-representation will not be accepted. DVBE eligibility is a two-year period and must be renewed annually. SDVOB eligibility is a three-year period. Eligibility must be current at time of submitted Proposal and contract award.

- 1.14. Project Stabilization Agreement (PSA):** This project is subject to the Project Stabilization Agreement (PSA) adopted by the Board of Education on July 28, 2009 and as subsequently amended. The complete agreement is available for viewing and downloading at [www.sandiegounified.org/node/1097](http://www.sandiegounified.org/node/1097). The successful Contractor (and all Subcontractors) will be required to execute a PSA Letter of Assent (LOA), whereby Contractor and Subcontractors agree to conform to all terms and conditions set forth in the PSA.
- 1.15. Public Records:** All Proposals and other documents responding to the RFP will become the exclusive property of the District and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in a Proposal that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Contractor that indiscriminately identifies all or most of its RFP or subsequent proposal as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of an RFP or subsequent proposal marked "Confidential," "Proprietary," or "Trade Secret," the Contractor agrees, by submission of Proposal, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.
- 1.16. Drug Free Workplace Certificate:** In accordance with California Government Code §§8350 *et seq.*, the Drug Free Workplace Act of 1990, the successful Contractor will be required to execute a Drug Free Workplace Certificate concurrently with execution of the Contract. The successful Contractor will be required to implement and take the affirmative measures outlined in the Drug Free Workplace Certificate and in California Government Code §§8350 *et seq.* Failure of the successful Contractor to comply with the measures outlined in the Drug Free Workplace Certificate and in California Government Code §§8350 *et seq.* may result in penalties, including without limitation, the termination of the Agreement,



the suspension of any payment of the Contract Price otherwise due under the Contract Documents and/or debarment of the successful Contractor.

- 1.17. **Compliance With Immigration Reform and Control Act of 1986:** The Contractor is solely and exclusively responsible for employment of individuals for the Work of the Contract in conformity with the Immigration Reform and Control Act of 1986, 8 USC §§1101 et seq. (the “IRCA”); the successful Contractor shall also require that any person or entity employing labor in connection with any of the Work of the Contract shall so similarly comply with the IRCA.
- 1.18. **Contents of Proposal:** Contractors must review this RFP and especially this section carefully to understand how to prepare their Proposal.

## 2. CONTENTS OF PROPOSAL

### 2.1. GENERAL REQUIREMENTS

#### 2.1.1. Cover Letter

- 2.1.2. **Description of Firm:** Proposer must provide in their Proposal an active and valid contracting license number, in the proper classification(s) issued by the California State License Board; a current registration number issued by the Department of Industrial Relations; and provide acknowledgement of all addenda included in this RFP:

- 2.1.2.1. License Number
- 2.1.2.2. DIR Number
- 2.1.2.3. Acknowledgement of Addendum

- 2.1.3. **Proposed Contractor Team:** If different from your SOQ, include key personnel and other members of your team specifically assigned to the Project. Please include specifically the resumes of key personnel who would be performing Services for the District for the Project. Define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Include the name(s), résumé(s), project experience summary, addresses, telephone numbers, fax numbers, email addresses of the company manager and staff member(s) in your organization who will be assigned to work with the District and who will be authorized to make recommendations and decisions regarding work.

- 2.1.4. **Contractor’s Experience:** Describe the Contractor’s experience performing projects with similar scopes of work as the District’s Projects described in **Attachment No.1** and whether those projects were pursuant to a lease-leaseback structure. Provide details for a minimum of three (3) and a maximum of five (5) past projects. This portion of the Proposal should include all other similar services performed by your firm, especially those performed for large, California K – 14 School Districts. Information should include the location and size of each service, a management level contact representative at the organizations referenced along with contact telephone number. The District reserves the right to interview, and if appropriate, visit referenced clients.

- 2.1.4.1. Include projects that have Preconstruction Design Services Experience.
- 2.1.5. **Firm's Methodology:** Describe how the Firm will provide services and fulfill the requirements and expectations of the District and this RFP. Use this section to address the ability of your Firm to provide support services and training to the District, undertake and accomplish the required scope of services while meeting deadlines, the Firm's record of meeting schedules and deadlines of other clients, advantages over other firms in the same industry, Safety program implementation, strength and stability as a business, and supportive client references. Describe the Firm's ability to provide pre-construction and lease-leaseback services exclusively and in a timely manner for the District and the Firm's commitment to providing experienced personnel assigned to District's Project.
- 2.1.6. Value Engineering
- 2.1.6.1. **Narrative of value engineering process - Value Engineering:** Provide a list of potential Value Engineering (VE) and or enhancement items for Stage 1 of the Logan Project as part of the Proposal as referenced **Attachment No. 4**. The District is seeking a Contractor that has direct experience and ability to demonstrate an aptitude to "value engineer" or analyze a project's plans, components, and features, and find more efficient and cost-effective methods or alternatives.
- 2.1.6.2. **3-5 Past Examples:** Contractor's Experience: Describe the Contractor's experience performing projects with similar scopes of work as the District's Projects described in **Attachment No.1** and whether those projects were pursuant to a lease-leaseback structure. Provide details for a minimum of three (3) and a maximum of five (5) past projects. This portion of the Proposal should include all other similar services performed by your firm, especially those performed for large California K – 14 School Districts. Information should include the location and size of each service, a management level contact representative at the organizations referenced along with contact telephone number. The District reserves the right to interview, and if appropriate, visit referenced clients.
- 2.1.7. Current Work Commitments/Project Limitations
- 2.1.7.1. **Current/Projected workload:** Specify the current and projected workload of Contractor. If applicable, provide a statement of all recent, current, or anticipated contractual obligations that relate in any way to similar work for the District that may have a potential to impede Contractor's ability to provide the Services described herein to the District.
- 2.1.7.2. **Contractors limitation or surety restrictions:** Indicate Contractor's limitation or Surety restrictions related to the size of Project that Contractor can contract for and can effectively perform.
- 2.1.8. Approach to Local and Diversity Outreach

- 2.1.8.1. EBE Approach
- 2.1.8.2. DVBE Approach

2.1.9. **LLB Contract Documents:** If a Contractor has any comments or objections to the Lease-Leaseback Contract Documents attached as **Attachment No. 6** (“CONTRACT”) to this RFP, a Contractor shall provide those comments or objections in its Proposal. PLEASE NOTE: The District will not consider any substantive changes to the Contract if they are not submitted at or before this time.

## 2.2. COST PROPOSAL

2.2.1. **Detailed Guaranteed Maximum Price:** Please provide a Guaranteed Project Cost / Guaranteed Maximum Price (“GMP”) to provide all materials, labor, and all other costs to perform all work to construct the Project. Please provide a GMP on the GMP Form attached to this RFP as **Attachment No. 4** Also include all pricing components required in **Attachment No. 4**.

2.2.1.1. **Interest Charge for financing portion of the GMP:** Firms must be prepared to finance a portion of the GMP for a period of time. Although the exact amount and duration may be adjusted at the District’s discretion, it is anticipated that the financing for the Project will be for twelve (12) months, after completion the Project, during which time the District will make monthly Lease Payments of 1/12 of the total financed amount, plus an agreed-upon interest charge. *Please provide the District with your proposed interest charge for the financed portion of the GMP in the Proposal Form attached to this RFP as **Attachment No. 4**.*

2.2.1.2. **Designated Subcontractors List:** Contractors must submit one copy with the Proposal a Designated Subcontractors List attached hereto as **Attachment No. 3** for those subcontractors that will perform Services in excess of ½ of 1% of the GMP for any portion of the Project, including labor, rendering of service, or specially fabricating and installing a portion of the Project or improvement. Failure to submit this list when required shall result in the Proposal being deemed non-responsive or incomplete and the Proposal will not be considered. The identified subcontractors shall be afforded the protections of the Subletting and Subcontracting Fair Practices Act. (Public Contract Code § 4100, et seq.) See also Section 1.12 of this RFP.

2.2.2. **Schedule of Values:** Please provide a preliminary schedule of values for the Project. A form for each Firms’ use is in a spreadsheet form is attached to this RFP as **Attachment No. 5**. You may use this form or your firm’s own form. In either case, the District expects your Schedule of Values to include the information indicated in the attached spreadsheet.

2.2.3. **Value Engineering:** Provide a list of potential Value Engineering (VE) and or enhancement items for the Project as part of the Proposal as referenced **Attachment No. 4**. The District is seeking a Contractor that has direct experience and ability to demonstrate an aptitude to “value engineer” or

analyze a project's plans, components, and features, and find more efficient and cost-effective methods or alternatives.

**2.2.3.1. Accessories, Additional Components, and Upgrades:**

Contractor must submit within 24 hours of its Proposal Contractor's pricing list/catalogue of optional accessories, additional components and enhancements available to the District for each of the Projects.

**2.2.4. Construction Schedule:** Please provide a preliminary construction schedule for the Project, indicating significant milestones, all critical path items, and durations for scopes of work. Include in your Proposal a detailed written statement of the proposed methodology and timeline for providing the full spectrum of construction services required to successfully provide, implement and support the scope of work and services detailed in this RFP. Describe your method of communication to District staff concerning progress of the implementation. Contractors shall state their responsibilities and state any requirements of the District necessary for the successful execution and completion of the scope and work and services to the acceptance of the District. Contractor to provide, at a minimum, the following information:

2.2.4.1. Statement understanding scope of work

2.2.4.2. Timeline and description of implementation process and key milestones Reference Specification Section 01 10 00 "Summary" and phasing plans G9.0, G9.1 and G9.2 for additional information on proposed key milestone dates.

2.2.4.3. Description of how the Project will be managed according to priority of work

2.2.4.4. Describe any challenges/obstacles associated with the implementation

2.2.4.5. Provide Suggestions to timeline or obstacles that could benefit the overall cost to implement the project / or suggestions to key milestone dates to phases that could be more difficult or impossible to achieve.

### 3. DISTRICT'S EVALUATION CRITERIA

- 3.1 The Contractor will be selected based on the "best value" as determined by the District based on the following factors:

<b>Contents of Proposal</b>	<b>Item</b>	<b>Possible Proposal Points</b>
2.2.1, 2.2.2	1. <b>Compensation.</b> Pricing components including a Guaranteed Maximum Price	60
2.1.6, 2.2.3	2. <b>Value Engineering.</b> With particular focus on the specific project within the RFP	30
2.1.4, 2.1.5	3. <b>Relevant Experience.</b> With particular focus on the specific project within the RFP	25
2.1.3	4. <b>Demonstrated Personnel and Management Competency.</b> For the specific persons listed in the RFP response and related to specific project within the RFP	25
2.1.7	5. <b>Staffing Capacity.</b> With particular focus on all then-current projects and District's reasonable determination of current workload on Contractor's demonstrated ability to meet project requirements	25
2.2.4	6. <b>Schedule/Timeliness.</b> Demonstrated ability to complete project on time and to prepare and meet achievable construction schedules	25
2.1.9	7. <b>Exceptions to the Lease-Leaseback Contract Form.</b>	10
	<b>Total Possible Points</b>	<b>200</b>

District intends to select one (1) contractor for the Project and will base the award on the above evaluation.

- 3.2 The District may, at its sole discretion, interview some or all of the Contractor(s) that submit a Proposal.
- 3.3 The District reserves the right to investigate the qualifications of all Contractors under consideration and to confirm any part of the information furnished by Contractor, or to require other evidence of managerial, financial or technical capabilities which are considered necessary for the successful performance of the work. Proposals will be evaluated according to the entire responses provided.
- 3.4 Once the Proposals have been reviewed, District staff may choose to begin

negotiations with the Contractor that District staff, in its opinion, believes offers the best value to the District and may commence negotiations of services with that Contractor.

- 3.5 If the District is unable to successfully negotiate a satisfactory contract with terms and conditions the District determines to be fair and reasonable, the District may then commence negotiations with the next Contractor that it believes offers the next best value, in sequence, until a contract is reached or determination is made to reject all Proposals.
- 3.6 Final selection of a Contractor shall be at the sole discretion of the District's Board of Education at a public meeting after recommendation from District staff. A single Contractor will be selected for delivery and financing of the Project.
- 3.7 If a commitment is made, it will be to the most qualified respondent meeting the evaluation criteria of this RFP, and with whom the District is able to successfully negotiate the terms and conditions of the required Contract, **Attachment 6** to this RFP.

**ATTACHMENT NO. 1****PROJECT DESCRIPTION AND SCOPE OF WORK****1. BACKGROUND**

San Diego Unified School District's capital improvements are funded by two General Obligation bond measures, Propositions S and Z. In an effort to provide a quality school in every neighborhood, the district is using Propositions S and Z funds to repair, renovate and revitalize district schools. The original buildings at La Jolla High School were built in the 1920's with new buildings added and older buildings replaced over eight decades with the most recent buildings added with the new stadium in 2014. While the school received periodic upgrades and improvements over the years, the Pre-Schematic Assessment showed that the campus remained in need of significant improvements. Based on this assessment, the District approved the current scope identified in final plans for the La Jolla high School Whole Site Modernization.

The construction phasing and project schedule is extremely important. The District requires modernization activities through beneficial occupancy to occur on campus while maintaining operation of the existing school during construction. The sequence of the construction and critical dates for the District are indicated on the Phasing Plans and specification Section 01 10 00 Summary.

The design intent is to have a seamless transition for all improvement work required to be constructed through all construction phases.

**2. PROJECT DESCRIPTION**

This Project involves two DSA packages:

**2.1 La Jolla High School Whole Site Modernization (WSM)**

2.1.1 DSA #04-117008

2.1.2 Approval Date: August 2, 2018

**2.2 La Jolla High School Whole Site Modernization – Interim housing**

2.2.1 DSA #04-117688

2.2.2 Approval Date: August 2, 2018

**3. PRELIMINARY ANTICIPATED PROJECT SCHEDULE (Subject to change at the District's discretion)**

Phase 1A Construction	Dec. 22, 2018 – Aug. 12, 2019
Phase 1B Construction	June 12, 2019 – Aug. 12, 2019
Phase 2 Construction	Aug. 12, 2019 – June 9, 2020
Phase 3A Construction	June 10, 2020 – Dec 18, 2020
Phase 3B Construction	June 10, 2020 – Aug. 9, 2020

#### 4. PROJECT – SCOPE OF WORK

La Jolla high School is a 9-12 campus. All plans for the WSM and interim housing have been DSA approved with the exception of Addenda items identified during bidding. The Public Improvement work for fire service connections in Fay Avenue is pending approval by the City of San Diego. The work may include accommodation of work restrictions as required by the City.

##### 4.1 PHASE 1 - GENERAL DESCRIPTION:

###### 4.1.1 Sitework improvements as identified on the drawings for phase 1 work.

- 4.1.1.1 All new dry and wet utilities to interim housing and permanent buildings scheduled for phase 1 modernization.
- 4.1.1.2 Site storm drainage improvements and modifications.
- 4.1.1.3 Asphalt parking lot repairs, striping and ADA improvements.
- 4.1.1.4 Concrete site flatwork and site walls.
- 4.1.1.5 Permanent perimeter site fencing and temporary site fencing as designated.
- 4.1.1.6 Site security camera system.
- 4.1.1.7 Site prep as required for installation of interim housing portable buildings.

###### 4.1.2 Buildings 100, 300, 400, 800C West Gym and East Gym/PE

- 4.1.2.1 Interim housing portable building installation
- 4.1.2.2 HVAC up-grades
- 4.1.2.3 Fire alarm & data infrastructure up-grades
- 4.1.2.4 Exterior building painting and signage

###### 4.1.3 Building 500

- 4.1.3.1 Renovation of Kitchen and outdoor dining terrace
- 4.1.3.2 New grease interceptor installation
- 4.1.3.3 Cafeteria remodel
- 4.1.3.4 Partial remodel of first and second floors of classroom wing including ADA up grades, remodel of corridors, stairs and toilet rooms.
- 4.1.3.5 Elevator installation
- 4.1.3.6 Rooftop HVAC equipment curbs
- 4.1.3.7 Skylight demolition and roofing repairs
- 4.1.3.8 Fire alarm & data infrastructure up-grades
- 4.1.3.9 Plumbing and electrical system up-grades

##### 4.2 PHASE 2 - GENERAL DESCRIPTION:

###### 4.2.1 Sitework improvements as identified on the drawings for phase 2 work.

- 4.2.1.1 All new dry and wet utilities to interim buildings scheduled for phase 2 modernization.
- 4.2.1.2 Site storm drainage improvements and modifications.



- 4.2.1.3 Science courtyard renovation including concrete site flatwork, site walls, modifications to site access ramp and stairs, relocation of site furnishings and modifications to landscaping areas.
- 4.2.1.4 Permanent perimeter site fencing to replace temporary site fencing installed in phase 1.
- 4.2.1.5 Site security camera system.
- 4.2.1.6 Public Improvement work for fire service connections in Fay Avenue is pending approval by the City of San Diego.
- 4.2.1.7 New locker shelter structure and locker relocation/installation.

#### 4.2.2 Building 800R

- 4.2.2.1 Renovation of toilet rooms for ADA compliance.
- 4.2.2.2 Exterior building painting and signage

#### 4.2.3 Building 800A

- 4.2.3.1 Renovation of classrooms into science labs including casework with chemical resistant counters and gas service to lab stations.
- 4.2.3.2 Building 1-story type-V addition for new science prep room.
- 4.2.3.3 HVAC up-grades
- 4.2.3.4 Fire alarm & data infrastructure up-grades
- 4.2.3.5 Plumbing and electrical system up-grades
- 4.2.3.6 New fire sprinkler system installation
- 4.2.3.7 Exterior building painting and signage

#### 4.2.4 Building 800B

- 4.2.4.1 HVAC up-grades
- 4.2.4.2 Fire alarm & data infrastructure up-grades
- 4.2.4.3 Electrical system up-grades
- 4.2.4.4 Exterior building painting and signage

### 4.3 PHASE 3 - GENERAL DESCRIPTION:

#### 4.3.1 Sitework improvements as identified on the drawings for phase 3 work.

- 4.3.1.1 All new dry and wet utilities to buildings scheduled for phase 3 modernization.
- 4.3.1.2 Site storm drainage improvements and modifications.
- 4.3.1.3 Asphalt parking lot repairs, striping and ADA improvements.
- 4.3.1.4 Concrete site flatwork and site walls.
- 4.3.1.5 Permanent perimeter site fencing to replace temporary site fencing installed in phase 1.
- 4.3.1.6 Site security camera system.

#### 4.3.2 Interim housing modifications

- 4.3.2.1 Relocation and installation of existing Girl's PE lockers in portable buildings P1 & P2.
- 4.3.2.2 Installation of science casework in portable buildings P3 & P4.
- 4.3.2.3 Fire alarm & data infrastructure up-grades

#### 4.3.3 Building 200

- 4.3.3.1 HVAC up-grades
- 4.3.3.2 Fire alarm & data infrastructure up-grades
- 4.3.3.3 Plumbing and electrical system up-grades
- 4.3.3.4 Renovation of existing staff toilets for ADA compliance
- 4.3.3.5 Renovation of library workroom for new campus administration lobby and access including corridor wall, reception area, casework, storefront entry, and exterior entry canopy.
- 4.3.3.6 Exterior building painting and signage
- 4.3.4 Building 300**
  - 4.3.4.1 Renovation of existing student toilets for ADA compliance
  - 4.3.4.2 Modification to special education rooms for new classroom entry and upgrades to student toilet/changing room.
  - 4.3.4.3 Installation of exterior lockers relocated from building 800
  - 4.3.4.4 Exterior building painting and signage
- 4.3.5 Building 500**
  - 4.3.5.1 Classroom renovations
  - 4.3.5.2 Final corridor finish upgrades.
  - 4.3.5.3 Exterior window replacement
  - 4.3.5.4 HVAC equipment installation and system upgrades
  - 4.3.5.5 Fire alarm & data infrastructure up-grades
  - 4.3.5.6 Plumbing and electrical system up-grades
  - 4.3.5.7 Exterior building painting and signage
- 4.3.6 Building 700**
  - 4.3.6.1 Renovation of science labs including casework with chemical resistant counters and gas service to lab stations.
  - 4.3.6.2 HVAC up-grades
  - 4.3.6.3 Fire alarm & data infrastructure up-grades
  - 4.3.6.4 Plumbing and electrical system up-grades
  - 4.3.6.5 Exterior building painting and signage
- 4.3.7 Building 900**
  - 4.3.7.1 HVAC up-grades
  - 4.3.7.2 Fire alarm & data infrastructure up-grades
  - 4.3.7.3 Exterior building painting and signage
- 4.3.8 Girl's PE Locker Building**
  - 4.3.8.1 Renovation of coaching, locker, toilet and shower areas
  - 4.3.8.2 Exterior window replacement
  - 4.3.8.3 Skylight demolition and roofing repairs
  - 4.3.8.4 HVAC up-grades
  - 4.3.8.5 Fire alarm & data infrastructure up-grades
  - 4.3.8.6 Plumbing and electrical system up-grades
  - 4.3.8.7 Exterior building painting and signage
- 4.3.9 Interim Housing Portable Buildings**
  - 4.3.9.1 Removal of portable buildings
  - 4.3.9.2 Capping of utility services
  - 4.3.9.3 Patch and repair asphalt paving and restriping of parking

## 5. CONSTRUCTION AND POST-CONSTRUCTION SERVICES

- 5.1 The LLB Entity shall not proceed with any work unless and until the GMP is approved by the Board at a public meeting and a Notice to Proceed with Construction Phase work is issued by the District. No work for which a contractor is required to be licensed in accordance with Article 5 (commencing with Section 7065) of Chapter 9 of Division 3 of the Business and Professions Code, and for which Division of the State Architect approval is required, can be performed before receipt of the required Division of the State Architect approval.
- 5.2 Work includes the construction and renovation of all the buildings, site work, associated public improvements identified on the approved drawings and specifications.
- 5.2.1 Construction services generally required are execution of subcontracts, provide on-site support and logistics including but not limited to temporary construction office trailers and equipment, supervise and direct the work, ensure a safe project/site, participate in project meetings, manage the construction costs, coordinate the work with the different subcontractors in an efficient manner, update the monthly construction schedule, coordinate equipment start-up and acceptance testing, training, prepare record construction documents and close-out of the project. Reference Division 1 Specification Requirements. The school site will be occupied during the construction phase.

**ATTACHMENT NO. 2****DISTRICT'S SUBCONTRACTOR PREQUALIFICATION APPLICATION****STRATEGIC SOURCING AND CONTRACTS**

**SUBCONTRACTOR PREQUALIFICATION FORMS FOR  
CONSTRUCTION SERVICES CONTRACTS FOR  
LA JOLLA HIGH SCHOOL WHOLE SITE MODERNIZATION  
LEASE-LEASEBACK**

**TABLE OF CONTENTS**

<u>Page No.</u>	
13	<b>Prequalification of Non-MEP Subcontractors Form</b>
14	<b>General Information for MEP Subcontractors</b>
14	<b>Where to Submit</b>
15	<b>Basis for Prequalification</b>
15	<b>Quick Check</b>
15 – 30	<b>MEP Subcontractor Qualification and Verification Forms</b>
31	Appendices: -Detailed Information -Appeal Process -Cal/OSHA Form 300 Example

**Minimum Criteria for Subcontractor Selection.** Prime contractor shall use the following criteria in selection of its Non-MEP subcontractors for lease-leaseback projects. (**Note:** Subcontractors performing MEP trades must apply for prequalification directly with the District per California Public Contract Code Section 20111.6 using the District’s standard MEP subcontractor form, starting on page 23) or downloadable at <https://www.sandiegounified.org/contractor-prequalification>.

**Each Non-MEP subcontractor is required to submit this one-page prequalification form directly with the District, no later than 9/12/18 to be eligible for this RFP.** Scanned copies are acceptable and may be submitted via email to Glenda Burberry at [gburberry@sandi.net](mailto:gburberry@sandi.net). Prequalification will last through Feb 22, 2019 and apply to all upcoming Lease-lease back projects awarded before that date.

-----  
 Subcontractor Name: \_\_\_\_\_ CA License #: \_\_\_\_\_

Business Phone: \_\_\_\_\_ DIR #: \_\_\_\_\_

**Indicate your company’s EBE designation(s):** SBE (small) DVBE (disabled vet) MBE (minority) WBE (woman)

1. The subcontractor has performed and completed at least two (2) subcontracts for which they self-performed at least 90% of the value for a public agency within California within the past five (5) years:

Project Title	Name of Agency	Contact Person / Phone #
1.		
2.		

2. The subcontractor has not been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years. \_\_\_\_
3. The subcontractor has not defaulted on a contract, been substituted off a project after beginning performance, or been terminated for cause by any prime contractor or public agency on any project within California during the past five (5) years where that default, substitution or termination has been upheld by a court or an arbitrator. \_\_\_\_
4. The subcontractor has not paid liquidated damages pursuant to a contract for a project with either a public or private owner within California within the past five (5) years? \_\_\_\_
5. The subcontractor’s Workers’ Compensation Experience Modification Rate did not exceed 1.5 at any time for the past three (3) premium years. NOTE: An Experience Modification Rate is issued to your firm annually by your worker’s compensation insurance carrier. \_\_\_\_

**If your EMR for any of the last 3 years was 1.50 or higher, indicate the rates and attach an explanation from your carrier.** EMR 2018 \_\_\_\_\_ EMR 2017 \_\_\_\_\_ EMR 2016 \_\_\_\_\_

6. The subcontractor has not failed in its performance of a contract with any Contractor during the past five (5) years. \_\_\_\_

I, the undersigned, as an authorized agent of my firm, certify and declare that the above answers are true of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the information provided is true and correct.

Subcontractor Signature: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

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

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

**MEP SUBCONTRACTOR'S QUALIFICATION AND VERIFICATION FORMS**

MEP SUBCONTRACTOR'S STATEMENT OF EXPERIENCE  
AND FINANCIAL CONDITION

**REQUEST FOR PREQUALIFICATION OF MEP SUBCONTRACTOR**

The following contractor classifications who will be performing work under the Mechanical, Electrical, and Plumbing trades (MEP) must be prequalified to work for a prime contractor:

C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43 and C-46.

This requirement is for all contracts estimated at \$1,000,000 or over, awarded after January 1, 2014.

Each contractor wishing to perform work as a subcontractor to a prime contractor a submitting proposal to San Diego Unified School District for Construction Services at La Jolla High School Whole Site Modernization Lease-Leaseback must fully complete this Questionnaire and provide all materials requested herein. The prequalification will remain in effect for 12 months from the notice of qualification.

Answers to questions contained in the attached Prequalification Questionnaire are required, including a complete statement of experience in performing public works projects. These documents will be the basis of qualifying a subcontractor wishing to work for a District prequalified prime contractor. The District reserves the right to check other sources available. Omission of, or refusal to supply, requested information can result in automatic disqualification.

The Questionnaire is not a public record and is not open to public inspection. All information provided will be kept confidential to the extent permitted by law. San Diego Unified School District reserves the right to reject any and all Prequalification Questionnaires and to waive any irregularities in the information contained therein.

Each Questionnaire must be signed under penalty of perjury by an individual who has the legal authority to bind the subcontractor on whose behalf that person is signing. If any information provided by a subcontractor becomes inaccurate, the subcontractor must immediately notify the awarding body and provide updated accurate information in writing and under penalty of perjury. **USE THE ATTACHED FORMS**

**SUBMISSION OF COMPLETED STATEMENTS**

Deliver completed Subcontractor's Statement of Experience and Financial Condition along with the following:

- California Contractor's License
- CalOSHA 300 logs for past 3 years
- Letter of Bondability
- Certificate of Insurance
- Current Financial Statement

To: San Diego Unified School District  
Strategic Sourcing and Contracts Department  
Attn: Ashley Mains, Contract Specialist  
2351 Cardinal Lane, Building M  
San Diego, CA 92123

**Please mark envelope "Confidential"**

**BASIS FOR PREQUALIFICATION**

1. Subcontractor will have answered “YES” to all of the Quick Check questions below.
2. Subcontractor must not have answered “YES” to *any* of the questions cited in SECTION 1 – DISQUALIFYING QUESTIONS.
3. Subcontractor must have *completed* a minimum of three (3) directly contracted or subcontracted public works projects in the State of California within the last five (5) years.
4. Subcontractor must score a minimum of 80 points in SECTION 4 – SCORED INTERVIEW QUESTIONS.

**QUICK CHECK**

Should you fill out this Questionnaire?

The following are screening statements, which should be used to determine whether or not you pass the test to require you to enter the prequalification process.

You must be able to answer “YES” to each statement below.

1. Your firm is a subcontractor holding one of the license classifications listed on Page 2 intending to submit a proposal to a prime contractor submitting a proposal to the District on a project of \$1,000,000 or more.
2. Your firm possesses a valid and current California Contractor’s license in the proper classification(s) for which it will perform for the project or projects specified herein.
3. Your firm has general liability insurance with a policy limit of at least \$500,000 per occurrence and \$1,000,000 aggregate.
4. Your firm has a current workers’ compensation insurance policy as required by the Labor Code or it is legally self-insured pursuant to Labor Code Section 3700 et seq.
5. Your firm has *completed* at least three (3) directly contracted or subcontracted public works construction projects in the State of California within the last five (5) years. (Public Works is defined as facilities built for government agencies including school districts, special districts, local, county, state and federal agencies and requiring prevailing wage rates paid to workers.)
6. Your firm is eligible to submit a proposal on a Public Works contract as per Sections 1777.1 and 1777.7 of the Labor Code.

If you can answer “Yes” to all of the above statements, please proceed with submission of this package.

**If you have any questions regarding the questionnaire or its requirements, please contact the following:**

**Glenda Burbery at (858)522-5832 or [gburbery@sandi.net](mailto:gburbery@sandi.net)**

**Blessing Lewis at (858) 522-5834 or [slewis2@sandi.net](mailto:slewis2@sandi.net)**

**Judith Stark at (858) 522-5864 or [jstark@sandi.net](mailto:jstark@sandi.net)**



**SECTION 1 - DISQUALIFYING QUESTIONS**

A “Yes” response to *any* of the following questions will result in automatic disqualification from submitting a proposal on San Diego Unified projects.

1. Is your firm currently the debtor in a bankruptcy case?  
 Yes  No
2. Have any of your contractor’s licenses been revoked at any time in the last five (5) years?  
 Yes  No  
**If Yes, please explain on an attached separate sheet of paper.**
3. In the last five (5) years has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, defaulted, found non-responsible, terminated for cause, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? This includes any agreement in which your firm voluntarily agrees not to submit a proposal.  
 NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to Section 3, question 1c or 1d in this questionnaire.  
 Yes  No  
**If Yes, please explain on an attached separate sheet of paper.**
4. In the last five (5) 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 proposer?  
 Yes  No  
**If Yes, please explain on an attached separate sheet of paper**
5. At any time during the last five (5) years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a payment bond issued on your firm’s behalf in connection with a construction project, either public or private?  
 Yes  No  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**
6. At any time during the last five (5) years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a performance bond issued on your firm’s behalf in connection with a construction project, either public or private?  
 Yes  No  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**
7. 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, please list all instances with explanations on an attached separate sheet of paper.**
8. 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, either public or private?  
 Yes  No  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**
9. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  
 Yes  No  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**

10. 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 last 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  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**
11. At any time in the last five (5) years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the performance of a government contract?  
 Yes  No  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**
12. At the time of submitting this prequalification form, is your firm ineligible to submit a proposal on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code sections 1777.1 or 1777.7?  
 Yes  No  
**If Yes, please list all instances with explanations on an attached separate sheet of paper.**

**SUBCONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION**

**SECTION 2 - GENERAL INFORMATION**

Subcontractor: \_\_\_\_\_  
(As name appears on license)

Check One:

- Corporation \_\_\_\_\_
- Partnership \_\_\_\_\_
- Sole Prop. \_\_\_\_\_
- Joint Venture \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Contact's phone: \_\_\_\_\_

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

Main Phone: (\_\_\_\_) \_\_\_\_\_ Main Fax Number: (\_\_\_\_) \_\_\_\_\_

License #: \_\_\_\_\_ Class: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other classification(s) held, if any, and license number(s): \_\_\_\_\_

Dept. of Industrial Relations, Public Works Contractor Registration Number \_\_\_\_\_

District Use Only:  
 Verified by District \_\_\_\_\_ on \_\_\_\_\_ via \_\_\_\_\_  
 License Clear: \_\_\_\_\_ Yes \_\_\_\_\_ No (www.cslb.ca.gov web page or 1-800-321-2752 for computer)

Tax ID Number: \_\_\_\_\_ Date Business Formed: \_\_\_\_\_

Corporate Identification Number: \_\_\_\_\_

1. In what type of construction do you specialize? \_\_\_\_\_  
\_\_\_\_\_

2. Attach a statement from a surety company (approved by the California Department of Insurance) authorized to issue bonds in the State of California, which states your current available bonding capacity. **NOTE: Statement must be from the surety company, not an agent or broker.**

District Use Only:  
 Verified by District by \_\_\_\_\_ on \_\_\_\_\_

3. Attach a copy of your most current (within the last 18 months) financial statement. **NOTE: Statement does not need to be either reviewed or audited.**

District Use Only:  
 Verified by District by \_\_\_\_\_ on \_\_\_\_\_, dated \_\_\_\_\_.

4. Are you currently prequalified with any other school district or public agency in San Diego County \_\_\_\_ Yes  
\_\_\_\_ No

*If yes, list ALL agencies for which you have already prequalified:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Is your firm an EBE? (Emerging business enterprise?) \_\_\_Yes \_\_\_ No. *If Yes, list all of your certifications.*\_\_\_\_\_

(Visit San Diego Unified’s Business Outreach website at [www.sandi.net/page/934](http://www.sandi.net/page/934) to get on the opportunities database and learn how to do business with the district. )

6. Is your firm a DVBE contractor? \_\_\_Yes \_\_\_No. *If Yes, list your DGS certification number, or if you are certified through SDVOB please provide a copy of your verification letter.*

\_\_\_\_\_

7. Is your firm willing to be a subcontractor on Project Stabilization Agreement (PSA) jobs and abide by the terms and conditions of the PSA? \_\_\_ Yes \_\_\_No

*If your answer is No, you will not be prequalified to work as a subcontractor on any District construction projects at \$1,000,000 or over, utilizing school bond proposition funds.*

8. Is your firm a union signatory? \_\_\_Yes \_\_\_No. *If Yes, list each craft:*

\_\_\_\_\_

9. If the answer to #7 above was “Yes”, list your firm’s core workers, i.e. workers that have been in your employment for 30 out of the last 180 days, possesses all necessary certifications/licenses to perform craft work (if any), and is a resident of San Diego County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Are you interested in attending any District training sessions for PSA? \_\_\_Yes \_\_\_No

If so visit San Diego Unified’s PSA web page at <https://www.sandiegounified.org/project-stabilization-agreement-psa> for more information and a list of contacts.

**SECTION 3 - ORGANIZATION HISTORY, PERFORMANCE, AND COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

**A. Current Organization and Structure of the Business**

**For Firms That Are Corporations:**

- 1a. Date incorporated: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. 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 per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership

- 1d. 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 per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

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

- 1e. Provide a copy of most recent certification from the California Secretary of State indicating standing.

**For Firms That Are Partnerships:**

- 1a. Date of formation: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership

- 1d. 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 per cent or more of its stock, if the business is a corporation.**

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

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business \_\_\_\_\_
- 1b. Social security number of company owner \_\_\_\_\_
- 1c. 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 per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

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

**B. History of the Business and Organizational Performance**

- 2. Has there been any change in ownership of the firm at any time during the last three (3) years?  
NOTE: A corporation whose shares are publicly traded is not required to answer this question.  
 Yes  No  
**If Yes, explain on a separate signed page.**
- 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 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.  
 Yes  No  
**If Yes, explain on a separate signed page.**
- 4. Are any corporate officers, partners or owners connected to any other construction firms?  
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.  
 Yes  No  
**If Yes, explain on a separate signed page.**
- 5. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_
- 6. Was your firm in bankruptcy at any time during the last five (5) years?  
 Yes  No  
**If Yes, explain on a separate page.**

**C. Licenses**

- 7. 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.  
\_\_\_\_\_  
\_\_\_\_\_
- 8. Has your firm changed names or license number in the last five (5) years?  
 Yes  No  
**If Yes, explain on a separate signed page, providing prior name/license number, date of change and circumstances surrounding the change.**
- 9. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five (5) years?  
 Yes  No

**If Yes, explain on a separate signed page, provide the prior name, the date of change and the circumstances surrounding the change.**

10. 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 (5) years?

Yes  No

**If Yes, please explain on an attached separate sheet of paper**

**D. Contractual Obligations and Disputes – SD Unified Projects**

11. At any time during the last five (5) years has your firm received one or more “Notices of Non Compliance” from the District’s representative on District projects?

Yes  No

**If Yes, explain on a separate signed page, providing the project name(s), contract number(s), date of award and circumstances related to your receipt of the notice**

12. At any time in the last five (5) years has your firm filed two or more requests to withdraw or to be released from a District proposal?

Yes  No

**If Yes, explain on a separate signed page, providing the project name(s), contract number(s) and the circumstances under which you sought withdrawal.**

13. At any time during the last five (5) years has your firm been penalized for illegal/improper Substitution of a Listed Subcontractor on District projects?

Yes  No

**If Yes, explain on a separate signed page, providing the project name(s), contract number(s), the name(s) of the subcontractor(s).**

14. At any time in the last five (5) years, has your firm been assessed and paid liquidated damages after completion of a project on District projects

Yes  No

**If Yes, please explain on an attached separate sheet of paper.**

**E. Contractual Obligations and Disputes – All Public Works Projects**

15. In the last five (5) years, has your firm been involved in any arbitration, mediation, or other dispute resolution process, or litigation with a project owner, filed any claims with a project owner or had any claim filed against it by a project owner, regardless of outcome?

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 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).**

16. In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes  No

**If Yes, please list all instances with explanations on an attached separate sheet of paper.**

17. Has your firm been required to pay a premium of more than two per cent (2%) for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years?

Yes  No

**If Yes, state the percentage that your firm was required to pay and provide an explanation for a percentage rate higher than two per cent on an attached separate sheet of paper.**

\_\_\_\_\_ %

18. During the last five (5) years, has your firm ever been denied bond credit by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes  No

**If Yes, please list all instances with explanations on an attached separate sheet of paper.**

**F. Worker Safety, Prevailing Wage, Workers Compensation, Apprenticeship – All Public Works Projects**

19. Within the past five (5) years has the Department of Industrial Relations/Division of Labor Standards Enforcement found your firm or, to have failed to pay prevailing wage on a public works project?

Yes  No

**If Yes, please explain** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Has there been more than one occasion during the last five (5) 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, please list all instances with explanations on an attached separate sheet of paper.**

21. During the last five (5) years, has there been more than one occasion on which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?

Yes  No

**If Yes, please list all instances with explanations on an attached separate sheet of paper.**

22. Has the EPA, Department of Environmental Health or any Air Quality Management District or any Regional Water Quality Control Board or any other agency with competent jurisdiction cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the last five (5) 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, please list all instances with explanations on an attached separate sheet of paper.**

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

24. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years

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

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

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

If your EMR for any of these three years is or was 1.00 or higher, attach a letter of explanation.

**NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.**

25. Within the last five (5) years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?



Yes  No

**If Yes, please list all instances with explanations on an attached separate sheet of paper.**

- 26. Attach copies of OSHA 300 Logs from the past 3 years. SEE APPENDICES FOR EXAMPLE OF FORM 300 LOG. Summaries (300A) are NOT acceptable unless there were no injuries for that year.

District Use Only: Verified by District by _____ on _____, for _____ years.
--

- 27. Provide the name, address, and telephone number of the apprenticeship program sponsor(s) (approved by the California Division of Apprenticeship Standards) that will provide apprentices to your company for use on any public work project for which you are awarded a contract by San Diego Unified School District.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 28. If your firm operates its own State-approved apprenticeship program:
  - a. Identify each 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 (3) years in each apprenticeship and the number of persons who, during the past three (3) years, completed apprenticeships in each craft while employed by your firm.

Provide all requested information on a separate sheet of paper and attach to this Questionnaire.

- 29. At any time during the last five (5) years, has your firm been found to have violated any provision of the California apprenticeship laws or regulations, or the laws pertaining to the 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).**

I, the undersigned, as an authorized agent of my firm, certify and declare that I have read all the foregoing answers and accompanying documents to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that all information provided in this application is true and correct. In addition, by submitting this application, I am authorizing the District to verify all information and contact any and all references listed in order to determine prequalification.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Place of Execution: \_\_\_\_\_

#### SECTION 4 - SCORED INTERVIEW QUESTIONS

The following questions will be used to interview randomly selected contacts from at least two (2) completed projects. If you performed work as a subcontractor on any or all of your listed projects, District will contact the general contractor for the project for the interview questions. If you have performed on projects as a prime contractor for the District within the last five (5) years, District will interview the project and construction managers for the project for the two (2) most recently completed projects. The District will conduct the interviews. No action on the contractor's part is necessary. These questions are included on the package given to the contractor for information only.

**The highest possible score on any single project is 100 points. An average score of less than 80 points disqualifies a subcontractor from working on projects that are proposed by San Diego Unified School District.**

1. Are there any outstanding stop notices, liens or claims by the contractor that are currently unresolved on contracts for which notices of completion are recorded? (10 points if none)
2. Please rate the contractor's performance regarding the amount of supervision required by the owner during execution of the project. (10 points maximum)
3. Please rate the contractor's performance in providing reports and other paperwork, including change order paperwork and scheduling updates in a timely manner. (10 points maximum)
4. Did the contractor finish their portion of the project on schedule? Please rate the contractor's performance on the following factors:
  - a. Providing sufficiently experienced supervision over the project (10 points maximum).
  - b. Adequately staffing the project (10 points maximum)
  - c. Providing sufficient equipment to perform the work in a timely manner on the project (10 points maximum)
  - d. Required supervision from owner (10 points – minimal supervision, 0 points – excessive supervision)
5. Were there any change orders on the project? Please rate the contractor's performance on the following factors:
  - a. The quality of the change order work (10 points maximum)
  - b. Providing timely submission of cost and time estimates to perform change order work (10 points maximum)
  - c. How well the contractor integrated the change order work into the existing work (10 points maximum)

#### SECTION 5 - INSURANCE

Do you currently have a minimum of \$500,000 per occurrence and \$1,000,000 aggregate Combined Comprehensive Single Limit Liability Insurance? \_\_\_\_ Yes \_\_\_\_ No.

If you do not have the minimum insurance requirement, how much is your current coverage for Combined Comprehensive Single Limit Liability Insurance?

\$ \_\_\_\_\_ Per Occurrence    \$ \_\_\_\_\_ Aggregate

**Attach your certificate of insurance (ACORD) with your submitted questionnaire.**

**NOTE:** Provide 2 years history of insurance coverage, using a separate page if necessary. Include phone numbers and contact names.

Current Insurance Company Information          Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Years with Current Insurance Co.: \_\_\_\_\_  
 Phone #: (    ) \_\_\_\_\_  
 Contact: \_\_\_\_\_

Prior Insurance Company Information          Name: \_\_\_\_\_  
 (Provide if under 2 years with current agency)          Address: \_\_\_\_\_  
 \_\_\_\_\_

Years with Prior Insurance Co.: \_\_\_\_\_          Phone #: (    ) \_\_\_\_\_  
 Contact: \_\_\_\_\_

District Use Only:  
 Verified by District by \_\_\_\_\_ on \_\_\_\_\_ by speaking with  
 \_\_\_\_\_

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

Certificate of Insurance attached? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Expiration date of insurance: \_\_\_\_\_

**SECTION 6 – RECENT CONSTRUCTION PROJECTS COMPLETED**

Contractor shall provide information about its three (3) **recent/largest public works prime contracts or subcontracts completed** in the State of California within the last five (5) years. Names and references must be current and verifiable.

- Project Name:** \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner/Government Agency: \_\_\_\_\_  
 Owner Contact (name, title and *current* phone number): \_\_\_\_\_  
 Was your company a Prime contractor on this project? (yes / no) \_\_\_\_\_  
 Prime Contractor (firm): \_\_\_\_\_  
 Prime Contractor Contact (name, title and phone number): \_\_\_\_\_  
 \_\_\_\_\_

**Owner/GC’s Construction Manager and/or Project Manager:**

**NOTE:** This person must have been on the project site and can evaluate your company’s performance. (Provide person’s name, title, employer and verified *current* phone number):

\_\_\_\_\_  
 \_\_\_\_\_  
 Description of Project, Scope of Work Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Date work completed \_\_\_\_\_ Subcontract Value: \_\_\_\_\_

\*\*\*\*

- Project Name:** \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner/Government Agency: \_\_\_\_\_

Owner Contact (name, title and *current* phone number): \_\_\_\_\_  
 Was your company a Prime contractor on this project? (yes / no) \_\_\_\_\_  
 Prime Contractor (firm): \_\_\_\_\_  
 Prime Contractor Contact (name, title and phone number): \_\_\_\_\_

**Owner/GC's Construction Manager and/or Project Manager:**

**NOTE:** This person must have been on the project site and can evaluate your company's performance. (Provide person's name, title, employer and verified *current* phone number):

\_\_\_\_\_

Description of Project, Scope of Work Performed: \_\_\_\_\_

Date work completed \_\_\_\_\_ Subcontract Value: \_\_\_\_\_

\*\*\*\*

**3. Project Name:** \_\_\_\_\_

Location: \_\_\_\_\_  
 Owner/Government Agency: \_\_\_\_\_  
 Owner Contact (name, title and *current* phone number): \_\_\_\_\_  
 Was your company a Prime contractor on this project? (yes / no) \_\_\_\_\_  
 Prime Contractor (firm): \_\_\_\_\_  
 Prime Contractor Contact (name, title and phone number): \_\_\_\_\_

**Owner/GC's Construction Manager and/or Project Manager:**

**NOTE:** This person must have been on the project site and can evaluate your company's performance. (Provide person's name, title, employer and verified *current* phone number):

\_\_\_\_\_

Description of Project/Scope of Work Performed: \_\_\_\_\_

Date work completed \_\_\_\_\_ Subcontract Value: \_\_\_\_\_

List recent projects completed for *California school districts*, including community college districts, in the last five (5) years (if not listed above): **NOTE:** You may list up to two (2) San Diego Unified School District projects. Use a separate sheet if needed.

School District _____ Contract \$ _____ Date Completed _____ Job Name/Work Performed _____ Was your company the Prime? Yes ___ No ___ If not, list Prime _____ Owner Contact (PM/CM/Super) _____ Title _____ Phone _____ Prime Contact (PM/CM/Super) _____ Title _____ Phone _____
School District _____ Contract \$ _____ Date Completed _____ Job Name/Work Performed _____ Was your company the Prime? Yes ___ No ___ If not, list Prime _____ Owner Contact (PM/CM/Super) _____ Title _____ Phone _____ Prime Contact (PM/CM/Super) _____ Title _____ Phone _____
School District _____ Contract \$ _____ Date Completed _____ Job Name/Work Performed _____ Was your company the Prime? Yes ___ No ___ If not, list Prime _____ Owner Contact (PM/CM/Super) _____ Title _____ Phone _____ Prime Contact (PM/CM/Super) _____ Title _____ Phone _____

School District _____	Contract \$ _____	Date Completed _____
Job Name/Work Performed _____		
Was your company the Prime? Yes ___ No ___ If not, list Prime _____		
Owner Contact (PM/CM/Super) _____	Title _____	Phone _____
Prime Contact (PM/CM/Super) _____	Title _____	Phone _____

School District _____	Contract \$ _____	Date Completed _____
Job Name/Work Performed _____		
Was your company the Prime? Yes ___ No ___ If not, list Prime _____		
Owner Contact (PM/CM/Super) _____	Title _____	Phone _____
Prime Contact (PM/CM/Super) _____	Title _____	Phone _____

4. List two (2) current principle Trade **Suppliers**

Company	Material Provided	Contact	Phone #

5. List three (3) current principle Trade **Subcontractors**

Company	Service Provided	Contact	Phone #

District Use Only: Supplier - Reference Verification	
<u>Supplier #1</u>	
Co. Name: _____	Spoke With: _____
Annual Volume: _____	
Pd. at terms: Yes _____ No _____ Last usage date: _____ Ver. by _____ on _____	
Comments: _____	
<u>Subcontractor #1</u>	
Co. Name: _____	Spoke With: _____
Annual Volume: _____	

Pd. at terms: Yes _____ No _____ Last usage date: _____ Ver. by _____ on _____
--

Comments: _____
-----------------

6. List experience record of staff:

Name	Position	Years With Firm	Experience

## APPENDICES

### DISTRICT PREQUALIFICATION STANDARDS FOR SUBCONTRACTORS

- (1) Subcontractor's Statement of Experience
- (2) Appropriate California Contractor's License
- (3) Subcontractor's Financial Statement and Letter of Bondability
- (4) Certificate of Insurance

Only one (1) copy of the prequalification is required to be submitted. A new and current submittal shall be required each year by the anniversary date of initial qualification. A Subcontractor may also file new statements quarterly if there is substantial change in the subcontractor's financial status, and a new rating based on the latest statement will be issued. In no case will prequalification remain in effect longer than one (1) year from the date of notice of prequalification. The District reserves the right to update or modify the Questionnaire at any time, which may result in a different Questionnaire being issued for any subsequent annual re-qualification. The following items must be provided or the prequalification submittal will not be accepted.

### PUBLIC WORKS REQUIREMENTS

Prequalification requires the successful completion of at least three (3) public works prime or subcontracts completed in the state of California in the last five (5) years.

### FINANCIAL INFORMATION

#### A. Financial Statement Requirements

A current financial statement will be required to subcontracts on District projects estimated at \$1,000,000 or over. The statement must be no older than two (2) years old. The statement is not required to be either reviewed or audited by a certified public accountant.

#### B. Term of Financial Statements

A Subcontractor's financial information is valid until the date shown is more than twelve (12) months old. The District reserves the right to reject statements in which the financial information is more than twelve (12) months old. All applicable portions of the form should be completed with schedules attached if the space provided does not suffice.

### BONDABILITY

The bonding surety is required to be an authorized surety in the state of California with an A.M. Best Key Rating of A-VII or better. It is required that the contractor includes a letter of bondability from the surety indicating their support levels.

### INSURANCE

A minimum \$1,000,000 per occurrence and \$2,000,000 aggregate combined comprehensive single limit liability insurance is required for all projects.

### NOTIFICATION OF PREQUALIFICATION RESULT

Completed prequalification forms must be submitted no later than **10 days prior to proposal opening due date**.

Subcontractors will be notified of their prequalification rating by fax or US mail, as well as posted to a list or prequalified subcontractors on the District's website. Notification will be made as soon as possible, but no later than 5 days prior to proposal opening due date.

### PROCEDURE FOR APPEAL OF PREQUALIFICATION RESULTS

An appeal of prequalification results must be made in writing (e-mail is not acceptable). The appeal must be filed and received by the Contracts Administration Supervisor, at the address as mentioned herein, not more than five (5) calendar days following the date of issuance of the District's letter of denial of prequalification; and the written appeal sets forth, in detail, all grounds for the appeal, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the appeal; any matters not set forth in the written appeal shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence.

Within thirty (30) days after receipt of the Subcontractor's request the District will call to order a three-member appeal panel made up of Facilities Planning and Construction management/supervisory staff or any other staff deemed


qualified by the District. The Subcontractor and up to three (3) representatives are invited to appear in person to bring before the appeal panel any additional or new information; Subcontractor's testimony shall be limited to twenty (20) minutes. The panel shall advise the Subcontractor on the points where his/her questionnaire response has fallen below the minimum required number of points to qualify, and allow the Subcontractor to speak to the issues. The Subcontractor is then released from the meeting and the panel members shall come to consensus on whether or not to allow the Subcontractor to prequalify. The Subcontractor will be faxed notification of the appeal panel's decision within five (5) days after the meeting.

If Subcontractor is not prequalified, they may not submit a new prequalification questionnaire for a period of one (1) year from date of disqualification. If Subcontractor requests an appeal and loses the appeal, the disqualification shall be for one (1) year from date of the panel's written decision.

Example of OSHA Form 300

**Cal/OSHA Form 300 (Rev. 7/2007) Appendix A**  
**Log of Work-Related Injuries and Illnesses**

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. See CCR Title 8 14300.29(b)(6)-(10)

Year 20   
 Department of Industrial Relations  
 Division of Occupational Safety and Health

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in CCR Title 8 Section 14300.8 through 14300.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (Cal/OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local Cal/OSHA office for help.

Establishment name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_

Identify the person		Describe the case				Classify the case				Enter the number of days the injured or ill worker was:		Check the "Injury" column or choose one type of illness:					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Using these four categories, check ONLY the most serious result for each case:				(K)	(L)	(M)					
						Death	Days away from work	Restricted work activity or job transfer	Other recordable cases			Injury	Skin disorder	Respiratory condition	Poisoning	Hearing loss	All other illnesses
						(G)	(H)	(I)	(J)	(K)	(L)	(1)	(2)	(3)	(4)	(5)	(6)
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/tues/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			mon/thurs/day			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page totals: >> \_\_\_\_\_  
 Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Page \_\_\_\_ of \_\_\_\_



**ATTACHMENT NO. 3****DESIGNATED DVBE/SDVOB PARTICIPATION DOCUMENTATION  
AND  
DESIGNATED SUBCONTRACTORS LIST****DISABLED VETERAN BUSINESS ENTERPRISE ("DVBE")****PARTICIPATION PROGRAM OVERVIEW AND RESOURCES**

1. **DVBE Participation Program Policy.** The District is committed to achieving the administratively established Participation Requirement for Disabled Veteran Business Enterprises ("DVBEs") in accordance with Resolution In Support of Service Disabled Veteran-Owned Businesses (SDVOB) and Disabled Veteran Business Enterprises (DVBE) approved on May 10, 2011 by the Board of Education Resolution. Through the DVBE participation program, the District encourages contractors to ensure maximum opportunities for the participation of DVBE's in the Work of the Contract. The District's commitment to the achievement of DVBE Participation Requirement for the Work of the Contract shall not, however, result in the District's discrimination in the award of the Contract on the basis of ethnic group identification, ancestry, religion, age, sex, race, color, or physical or mental disability.

Your participation is mandatory for all construction jobs with San Diego Unified School District.

Information regarding the DVBE Participation program, including a listing of DVBE certified businesses, is available on the internet at the State of California website at: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>.

**2. Definitions.**

- 2.1 **Broker:** A certified DVBE/SDVOB contractor that does not have title, possession, control, and risk of loss of materials, supplies, services or equipment provided, unless one or more of the disabled veteran owners has at least 51-percent (51%) ownership of the quantity and value of the materials, supplies and equipment provided [Military and Veterans Code (MVC) Section 999.2(b)].
- 2.2 **Commercially Useful Function (CUF):** A "commercially useful function" (CUF) provides services or goods that contribute to the fulfillment of the contract requirements. It is not a CUF if the DVBE/SDVOB's role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of DVBE/SDVOB participation. A CUF is a person or entity doing all of the following:
- a. is responsible for the execution of a distinct element of the work of the contract;
  - b. carries out the obligation by actually performing, managing or supervising the work involved;
  - c. performs work that is normal for its business services and functions; and
  - d. is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry standards.
- 2.3 **Disabled Veteran.** A "Disabled Veteran" means a veteran of the military, naval, or air service of the United States with at least ten percent (10%) service-connected disability who is a resident of the State of California.
- 2.4 **Disabled Veteran Business Enterprise.** A "Disabled Veteran Business Enterprise" ("DVBE") means a business enterprise certified by the Office of Small Business Certification & Resources, State of California, Department of General Services, pursuant to Military and Veterans Code §999, or an enterprise certifying that it is a DVBE by meeting all of the following requirements: (a) it is a sole proprietorship at least fifty-one percent (51%) owned by one or more Disabled Veterans, or in the case of a publicly owned business, at least fifty-one percent (51%) of its stock is owned by one or more Disabled

Veterans; or a subsidiary wholly owned by a parent corporation, but only if at least fifty-one percent (51%) of the voting stock of the parent corporation is owned by one or more Disabled Veterans; or a joint venture in which at least fifty-one percent (51%) of the joint venture's management and control and earnings are held by one or more Disabled Veteran; (b) the management and control of the daily business operations are by one or more Disabled Veterans; provided that the Disabled Veteran(s) exercising management and control of the business enterprise are not required to be the same Disabled Veteran(s) who is/are the equity Owner(s) of the business enterprise; and (c) it is a sole proprietorship, corporation, or partnership with its home office located in the United States and which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business. The terms "foreign corporation" "foreign firm" and "foreign-based business" shall be deemed to mean a business entity that is incorporated or which has its principal headquarters located outside the United States of America.

- 2.5 **Front.** A subcontractor providing artificial or incidental participation to meet the objective of a contract (e.g., DVBE/SDVOB participation requirement), or a provider who does not own the equipment they are providing, but going to an outside source.
- 2.6 **Pass-through.** A supplier providing access to materials and supplies for which they are not specifically certified/verified. Also see "Front" above.

### 3. Participation Requirement.

- 3.1 **Participation Requirement Defined.** The term "Participation Requirement" is a numerically expressed condition of DVBE participation in performing the Work of the Contract

- 3.2 **DVBE Participation.** The Proposal of a contractor shall be deemed responsive only if the contractor achieves or exceeds the DVBE Participation Requirement of Three Percent (3%) of total amount of contractor's Proposal. The contractor's achievement of the Participation Requirement will not by itself render the Proposal of such contractor to be qualified; in accordance with the Information for Contractor, the entirety of the Proposal must be the qualified Contractor whose responses conform to the RFP.

DVBE's need to have a current and valid certification from the State of California Department of General Services for the business type and classification as listed on the bid documents. SDVOB's need to have a current and valid verification letter from the Department of Veteran's Affairs Center for Veterans Enterprise relevant to the bid (e.g., NAICS Code); self-representation will not be accepted. DVBE eligibility is a two-year period and must be renewed annually; SDVOB eligibility is a three-year period. Eligibility must be current at time of bid and contract award.

- 3.3 **Exclusions.** The District expressly prohibits pass-throughs and fronts.

**DVBE RESOURCE INFORMATION**

The Elite Service Disabled Veteran-Owned Business (SDVOSB) Network, San Diego Chapter at [www.elitesdvob.org](http://www.elitesdvob.org) Disabled Veteran Business Alliance: [www.dvba.org](http://www.dvba.org)  
Veterans In Business Network: [www.vibnetwork.org](http://www.vibnetwork.org) Federal SDVOSB database: [www.vip.VetBiz.gov](http://www.vip.VetBiz.gov)  
State of California DVBE database: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>  
The District's Outreach Team can also be reached for assistance:

1. Karen Linehan, Outreach Program Manager at 858-627-7232 or [klinehan@sandi.net](mailto:klinehan@sandi.net); or
2. Alma D. Bañuelos, Business Outreach Coordinator at 858-573-5852 or [abanuelos@sandi.net](mailto:abanuelos@sandi.net).

Please review the District's Disabled Veteran Business Participation Tip Sheet at: [https://www.sandiegounified.org/sites/default/files\\_link/district/files/dept/facilities\\_planning\\_&\\_construction/BizOutreach/DVBE%20TipSheet\\_single%20page%20for%20website%200416.pdf](https://www.sandiegounified.org/sites/default/files_link/district/files/dept/facilities_planning_&_construction/BizOutreach/DVBE%20TipSheet_single%20page%20for%20website%200416.pdf)

**DVBE PARTICIPATION DOCUMENTATION  
CONTRACTOR'S DVBE STATEMENT**

**1. General Information.**

Contractor's Name: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
Contractor's Telephone Number: \_\_\_\_\_  
Contractor's Fax Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Total Amount of Contractor's Proposal: \_\_\_\_\_  
Contractor's Representative: \_\_\_\_\_

**2. DVBE Participation Achieved.**

<u>Minimum Participation Requirement</u>	<u>Participation Achieved</u>
DVBE's:            3%	DVBE's:            ___%

**3. Submittal of Documentation**

Concurrently with the submittal of this Proposer's DVBE Statement, the proposer has also submitted duly completed, and executed if required, the Documentation of Disabled Veteran Business Enterprise Program Requirements (DVBEPR). All of the information provided by the proposer in its responses to (DVBEPR) is true, correct and accurate; there are no omissions in the responses of the proposer to the foregoing Attachments, which render any of the proposer's statements or information provided therein to be false or misleading.

**4. Certification of DVBE Status**

The contractor certifies, warrants and represents to the District that the contractor has exercised due diligence in ascertaining the status of each proposed DVBE identified in (DVBEPR) as a DVBE in compliance with the applicable provisions of the District's DVBE Participation Program Policy and applicable law. By executing and submitting this Contractor's DVBE Statement, the contractor represents to the District that each DVBE identified in (DVBEPR) is duly and properly certified as a DVBE in conformity with the District's DVBE Program Policy and applicable law. The contractor acknowledges that in the event that the District shall reasonably determine that any DVBE identified in the contractor's responses to (DVBEPR) is not duly and properly certified in the appropriate category of DVBE, the Proposal of such contractor may be deemed by the District as being non-responsive. For each DVBE identified in (DVBEPR), the contractor has submitted with its Proposal forms of DVBE Certification (DVBEPR) duly completed and executed by each such DVBE.

**5. Authority to Execute.**

The individual executing this Contractor's DVBE Statement on behalf of the contractor warrants and represents to the District that she/he is duly authorized to execute this Contractor's DVBE Statement on behalf of the Contractor.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_.  
(City and State)

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Name of Individual Executing Statement)  
[Printed or Typed]

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

**DVBE/SDVOB CONTRACTOR DECLARATION**

1. **Prime Contractor Information:**
  - a. Identify current California certification(s) (MB, SB, SB/NVSA, DVBE) \_\_\_\_\_ Or None \_\_\_\_\_
  - b. Will DVBE/SDVOB subcontractors or suppliers be used for this contract? Yes \_\_\_\_\_ No \_\_\_\_\_
  - c. If you answered NO, skip to 4. CERTIFICATION below.
  
2. **Subcontractor/Supplier Information:**
  - a. If you answered YES to 1.b. above, have you verified whether your DVBE/SDVOB subcontractors/suppliers have current and valid CA DVBE certification or SDVOB Center for Veterans Enterprise (CVE) Verification Letters? Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. If you answered YES, list your DVBE/SDVOB firms in 3. DVBE/SDVOB SUBCONTRACTOR/SUPPLIERS below.
  - c. You must list only qualified DVBE's possessing a current and valid certification or SDVOB possessing a current and valid verification letter from the CVE. Any listed subcontractors/suppliers found to not have either a certification or verification letter will render your bid non-responsive. No exceptions.

3. **DVBE/SDVOB Subcontractor/Supplier Listing: Proposer shall submit at time of proposal opening due date a COMPLETE DVBE/SDVOB CONTRACTOR DECLARATION with ALL columns complete, along with the completed Contractor DVBE Statement.**

Subcontractor/Supplier Name, Contact Person, Phone and Fax number	Subcontractor/Supplier Address and E-mail Address	CA DVBE Certification # or SDVOB Verification Letter Date	Work to be performed or supplies provided for this contract	Corresponding % of proposal price

4. **CERTIFICATION: By signing this Declaration, I certify under penalty of perjury that the information provided is true and correct.**

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBCONTRACTOR LIST**

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

TRADE/PORION OF THE WORK	SUBCONTRACTOR NAME AND LICENSE NUMBER	LICENSE CLASSIFI-CATION	SUBCONTRACTOR BUSINESS LOCATION	% OF CONTRACT VALUE	DVBE/SBE?	DIR REG. NO.
Site Demolition						
Hazardous Material Abatement						
Grading						
Erosion Control						
Building Concrete						
Rebar						
Polished Concrete						
Structural Steel						
Cold Form Metal						
Metal Fabrication						
Rough Carpentry						

PROPOSER'S COMPANY NAME: \_\_\_\_\_

TRADE/PORTION OF THE WORK	SUBCONTRACTOR NAME AND LICENSE NUMBER	LICENSE CLASSIFICATION	SUBCONTRACTOR BUSINESS LOCATION	% OF CONTRACT VALUE	DVBE/SBE?	DIR REG. NO.
Finish Carpentry						
Millwork						
Waterproofing						
Insulation						
Vapor Reduction						
Roofing						
Fiber Cement Siding / Panels						
Sheet Metal (non-HVAC)						
Sealants						
Doors / Frames / Hardware						
OH Rolling Doors						
Aluminum Framed Entrances and Storefronts						
Windows/ Frames/Glazing						

PROPOSER'S COMPANY NAME: \_\_\_\_\_

TRADE/PORION OF THE WORK	SUBCONTRACTOR NAME AND LICENSE NUMBER	LICENSE CLASSIFI-CATION	SUBCONTRACTOR BUSINESS LOCATION	% OF CONTRACT VALUE	DVBE/SBE?	DIR REG. NO.
Gypsum Board Assembly						
Cement Plaster						
Ceramic Tile						
Acoustical Ceiling						
Metal Ceiling						
Quary Tile Flooring						
Resilient Flooring						
Carpet						
Wall Covering						
Painting						
Signage						
Toilet Partitions						
Toilet Room Accessories						
Lockers						
Food Service Equipment						



**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

TRADE/PORION OF THE WORK	SUBCONTRACTOR NAME AND LICENSE NUMBER	LICENSE CLASSIFI-CATION	SUBCONTRACTOR BUSINESS LOCATION	% OF CONTRACT VALUE	DVBE/SBE?	DIR REG. NO.
Library Shelving System						
Window Shades/Blinds						
Laboratory Casework						
Elevators						
Fire Suppression						
Plumbing						
Mechanical						
DDC Controls						
Electrical						
Two Way Communication						
Clocks						
Data Technology						
Access Control						
Intrusion						
Security Cameras						
Fire Alarm						

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

TRADE/PORION OF THE WORK	SUBCONTRACTOR NAME AND LICENSE NUMBER	LICENSE CLASSIFI-CATION	SUBCONTRACTOR BUSINESS LOCATION	% OF CONTRACT VALUE	DVBE/ SBE?	DIR REG. NO.
Asphalt						
Concrete Paving						
Site Gas						
Fencing & Gates						
Site Utilities (Wet)						
Site Utilities (Electrical/Low Voltage)						
Relocatable Buildings						

PROPOSER'S COMPANY NAME: \_\_\_\_\_

TRADE/PORION OF THE WORK	SUBCONTRACTOR NAME AND LICENSE NUMBER	LICENSE CLASSIFI-CATION	SUBCONTRACTOR BUSINESS LOCATION	% OF CONTRACT VALUE	DVBE/ SBE?	DIR REG. NO.

**NOTE:** Under Public Contract Code section 4100 et. seq. known as the Subletting and Subcontracting Fair Practices Act, all subcontractors (defined under Public Contract Code section 4113 and Business & Professions Code section 7026) to the prime contractor performing work in excess of 0.5% of the proposal must be listed. Contractor **at time of submitting proposal** must list the name and location of business, contractor's license number, portion of work, *and pursuant to SB854, the DIR Registration Number of every listed subcontractor.* NOTE: LIST ALL DVBE SUBCONTRACTORS ON THE DVBE/SDVOB DECLARATION FORM, AS WELL AS, ON THIS SUBCONTRACTOR LIST, WHICH IS DUE AT TIME OF SUBMITTING PROPOSALS.

The Contractor shall designate/identify the listed subcontractors as DVBE's on the DVBE/SDVOB Declaration form and Subcontractor's List at **time of submitting proposal**. Failure of a Contractor to meet the 3% DVBE participation percentage requirement pursuant to Resolution In Support of Service Disabled Veterans Owned Businesses (SDVOB) and Disabled Veteran Business Enterprises (DVBE) approved on May 10, 2011 by Board of Education shall result in rejection of the Contractor's Proposal for non-responsiveness. DVBE's need to have a current and valid certification from the State of California Department of General Services. SDVOB's need to have a current and valid verification letter from the Department of Veteran's Affairs Center for Veterans Enterprise; self-representation will not be accepted. DVBE and SDVOB eligibility must be current at time of submitting proposal and contract award. Failure of a Contractor to submit the designation/identification of subcontractors pursuant to the preceding may result in rejection of the Contractor's Proposal for non-responsiveness. For purposes of the preceding, the following definitions shall apply:

**Small Business:** A business concern, independently owned and operated, not dominant in the field of operation and whose size determinations and annual receipts are in accordance with the U.S. Department of Commerce "Standard Industrial Classification Manual". Size determination is set by either (1) annual receipts or (2) number of employees. In size determinations where the standard is "annual receipts", size eligibility requires that the concern may not exceed the "annual receipts" in that standard. In size determinations where the standard is "number of employees", size eligibility requires that the concern may not exceed the number of employees in that standard. "Number of employees" means the average employment of the concern for the preceding completed 12 calendar month period. A concern is "not dominate in its field of operation" when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. The designation of small business shall include:

**“DVBE” Disabled Veteran Business Enterprise:** A business concern that is certified by the State of California Department of General Services Office of Small and Minority Business, 51% owned and operated by a disabled veteran.

**“SBE” Small Business Enterprise:** A small business concern independently owned and operated by a non-minority, qualifying in one of the above categories.

**Percentage of Contract Value:** The Proposer shall stipulate what percentage of work a small business; a DVBE or a SBE will perform in relation to total value.

PROPOSER’S COMPANY NAME: \_\_\_\_\_

**ATTACHMENT NO. 4**

**LA JOLLA HIGH SCHOOL WHOLE SITE MODERNIZATION**

**GMP AND OTHER COST COMPONENTS**  
**(To be submitted as part of each Firm’s Proposal)**

Contractor hereby submits the following **Guaranteed Maximum Price** for the construction of La Jolla High School Whole Site Modernization (Project), which includes, without limitation, all necessary labor, materials, tools, equipment, apparatus, facilities, utilities, services, transportation, overhead, supervision, general conditions and administration costs, permits, fees, taxes and profit.

**GMP SUMMARY: LA JOLLA HIGH SCHOOL WHOLE SITE MODERNIZATION**

SUMMARY		COST
Potential Allowances (Will be added to GMP later by District)	\$ 1,345,000	
General Requirements		\$
General Conditions	%	\$
Onsite Improvements		\$
Offsite Improvements		\$
<b>Modernization of Buildings</b>		\$
Overhead and Profit	%	\$
Bond and Insurance	%	\$
<b>La Jolla High School Whole Site Modernization</b>	<b>Total</b>	<b>\$</b>
Post-Construction Estimated Financed Amount is anticipated to be less than five percent (5%) of the GMP over twelve (12) months, financed and paid over the post construction period. State the Firm’s proposed interest charge (financing percentage) for this Project		%

PROPOSER'S COMPANY NAME: \_\_\_\_\_

**Accessories/Optional Products/ Modifications**

Item No.	Spec Section	Description	Cost Saving
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
11.			\$
12.			\$
13.			\$
14.			\$
15.			\$
16.			\$
17.			\$
18.			\$
19.			\$
20.			\$
21.			\$
		<b>Add additional pages, or catalogue of products.</b>	

PROPOSER'S COMPANY NAME: \_\_\_\_\_

**ATTACHMENT NO. 5****LA JOLLA HIGH SCHOOL WHOLE SITE MODERNIZATION****SCHEDULE OF VALUES**

<b>SPEC. SECTION</b>	<b>ALLOWANCES</b>	
01 21 00	Allowance No. 1	\$ 350,000
01 21 00	Allowance No. 2	\$ 300,000
01 21 00	Allowance No. 3	\$ 100,000
01 21 00	Allowance No. 4	\$ 100,000
01 21 00	Allowance No. 5	\$ 150,000
01 21 00	Allowance No. 6	\$ 35,000
01 21 00	Allowance No. 7	\$ 250,000
01 21 00	Allowance No. 8	\$ 50,000
	<b>Subtotal</b>	<b>\$1,335,000</b>
<b>SPEC. SECTION</b>	<b>GENERAL CONDITIONS</b>	
01 31 10	Project Manager	\$
01 31 10	Assistant Project Manager	\$
01 31 10	Superintendent	\$
01 31 10	Assistant Superintendent	\$
01 32 04	Schedule	\$
01 32 33	Photographs / Videos	\$
01 33 00	Submittals, Shop Drawings	\$
01 50 00	Field Offices	\$
01 50 00	Equipment	\$
01 50 00	Office Supplies	\$
01 73 00	Franchise Utility Coordinator	\$
01 77 00	Close-Out Documentation	\$
01 77 00	Punch List	\$
01 78 33	O & M	\$
01 78 39	Record Documentation	\$
01 79 00	Demonstration and Training	\$
01 81 13	CHPS	\$
01 91 13	General Commissioning	\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Subtotal</b>	<b>\$</b>

PROPOSER'S COMPANY NAME: \_\_\_\_\_

<b>SPEC. SECTION</b>	<b>GENERAL REQUIREMENTS</b>	
01 31 00	BIM	\$
01 40 02	Testing	\$
01 50 00	Fencing / Barricades	\$
01 50 00	Dust Control	\$
01 50 00	Noise Barrier	\$
01 50 00	Temporary Utilities	\$
01 50 00	Project Sign	\$
01 50 00	Support Facilities	\$
01 50 00	Temporary Toilet Facilities & Handwash	\$
01 50 00	Security and Protection	\$
01 50 10	Moving	\$
01 57 23	Storm Water Pollution Prevention Plan	\$
01 73 00	General Site / Street cleanup	\$
01 73 00	Surveyor	\$
01 74 19	Construction Waste Management	\$
01 77 00	Final Cleaning	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>ON-SITE SITE IMPROVEMENTS</b>	
02 00 00	Existing Conditions	\$
05 00 00	Metals	\$
10 00 00	Graphics & Signage	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>OFF-SITE PUBLIC IMPROVEMENTS</b>	
	City of SD Water and Sewer Connection Fees including wet taps, kill services, tee cut-ins and tee removals (Water meter & water/sewer capacity fees will be paid separately by District)	\$35,000
02 00 00	Existing Conditions	\$
05 00 00	Metals	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>

PROPOSER'S COMPANY NAME: \_\_\_\_\_

<b>SPEC. SECTION</b>	<b>BUILDING 100</b>	
02 00 00	Demolition	
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>BUILDING 200</b>	
02 00 00	Demolition	
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
12 00 00	Furnishings	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	
31 00 00	Earthwork	
32 00 00	Exterior Improvements	
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>BUILDING 300</b>	
02 00 00	Demolition	
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$



**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

10 00 00	Specialties	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>BUILDING 400</b>	
02 00 00	Demolition	
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
10 00 00	Specialties	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>BUILDING 500</b>	
02 00 00	Demolition	
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
11 00 00	Equipment	\$
12 00 00	Furnishings	\$
14 00 00	Conveying Equipment	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>

PROPOSER'S COMPANY NAME: \_\_\_\_\_

SPEC. SECTION	BUILDING 700	
02 00 00	Demolition	
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
11 00 00	Equipment	\$
12 00 00	Furnishings	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
SPEC. SECTION	BUILDING 800R, A, B & C	
02 00 00	Demolition	\$
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
11 00 00	Equipment	\$
12 00 00	Furnishings	\$
21 00 00	Fire Suppression	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>

PROPOSER'S COMPANY NAME: \_\_\_\_\_

<b>SPEC. SECTION</b>	<b>BUILDING 900</b>	
02 00 00	Demolition	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
12 00 00	Furnishings	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>GYM BUILDINGS (EAST &amp; WEST)</b>	
02 00 00	Demolition	\$
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>GIRL'S PE LOCKER BUILDING</b>	
02 00 00	Demolition	\$
03 00 00	Concrete	\$
05 00 00	Metals	\$
06 00 00	Wood, Plastics and Composites	\$
07 00 00	Thermal & Moisture Protection	\$
08 00 00	Openings; Doors and Windows	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
12 00 00	Furnishings	\$
22 00 00	Plumbing	\$
23 0 000	HVAC	\$

**PROPOSER'S COMPANY NAME:** \_\_\_\_\_

26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
31 00 00	Earthwork	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
<b>SPEC. SECTION</b>	<b>INTERIM HOUSING PORTABLE BUILDINGS</b>	
02 00 00	Demolition	\$
05 00 00	Metals	\$
09 00 00	Finishes	\$
10 00 00	Specialties	\$
11 00 00	Equipment	\$
12 00 00	Furnishings	\$
22 00 00	Plumbing	\$
26 0 000	Electrical	\$
27 00 00	Communications	\$
28 00 00	Electronic Safety & Security	\$
32 00 00	Exterior Improvements	\$
33 00 00	Utilities	\$
	<b>Subtotal</b>	<b>\$</b>
	<b>OVERHEAD AND PROFIT Subtotal</b>	<b>\$</b>
	<b>BONDS AND INSURANCE Subtotal</b>	<b>\$</b>
	<b>GRAND TOTAL</b>	<b>\$</b>

**ATTACHMENT NO. 6**

**LEASE-LEASEBACK CONTRACT DOCUMENTS FOR  
CONSTRUCTION SERVICES AT  
LA JOLLA HIGH SCHOOL WHOLE SITE MODERNIZATION  
LEASE-LEASEBACK**

**MASTER SITE LEASE**

- EXHIBIT A** DESCRIPTION OF LA JOLLA HIGH SCHOOL WHOLE SITE MODERNIZATION
- EXHIBIT B** DESCRIPTION OF PROJECT SITES

**MASTER FACILITIES LEASE**

- EXHIBIT A** DESCRIPTION OF La Jolla HIGH SCHOOL WHOLE SITE MODERNIZATION
- EXHIBIT B** DESCRIPTION OF PROJECT
- EXHIBIT C** GURANTEED MAXIMUM PRICE AND OTHER PROJECT COST, FUNDING AND PAYMENT PROVISIONS
- EXHIBIT D** GENERAL CONSTRUCTION PROVISIONS
- EXHIBIT E** MEMORANDUM OF COMMENCEMENT DATE
- EXHIBIT F** CONSTRUCTION SCHEDULE
- EXHIBIT G** SCHEDULE OF VALUES
- EXHIBIT H** TERMS AND CONDITIONS FOR PRELIMINARY SERVICES
- EXHIBIT I** CERTIFICATES AND BONDS AND DIVISION 1 DOCUMENTS
- NON-COLLUSION DECLARATION  
IRAN CONTRACTING ACT CERTIFICATION  
WORKERS' COMPENSATION CERTIFICATION  
DISABLED VETERAN BUSINESS ENTERPRISE  
DVBE PARTICIPATION REPORT  
DRUG-FREE WORKPLACE CERTIFICATION  
TOBACCO-FREE ENVIRONMENT CERTIFICATION  
HAZARDOUS MATERIALS CERTIFICATION  
LEAD-BASED MATERIALS CERTIFICATION  
IMPORTED MATERIALS CERTIFICATION  
CRIMINAL BACKGROUND INVESTIGATION/FINGERPRINTING  
CERTIFICATION  
ROOFING CONTRACT FINANCIAL INTEREST CERTIFICATION  
PERFORMANCE BOND  
PAYMENT BOND  
PROJECT STABILIZATION AGREEMENT AND LETTER OF ASSENT  
ELECTRONIC SIGNATURE ACKNOWLEDGEMENT  
FORM OF GUARANTEE  
DIVISION 1 SPECIFICATIONS TABLE OF CONTENTS FOR LA JOLLA HIGH  
**SCHOOL WHOLE SITE MODERNIZATION** DOCUMENTS TO LEASE-  
LEASEBACK DOCUMENTS
- EXHIBIT J** SUPPLEMENTARY CONDITIONS

**CONSTRUCTION DOCUMENTS:** PLANS, TECHNICAL SPECIFICATIONS, AND DRAWINGS ARE INCORPORATED UNDER SEPARATE COVER