



**SAN DIEGO UNIFIED SCHOOL DISTRICT  
STRATEGIC SOURCING AND CONTRACTS DEPARTMENT  
2351 CARDINAL LANE, BUILDING M  
SAN DIEGO, CA 92123**

**NO. CZ20-0281-08  
REQUEST FOR PROPOSALS (RFP) FOR  
PRECONSTRUCTION SERVICES FOR  
LA JOLLA ELEMENTARY SCHOOL WHOLE SITE MODERNIZATION  
(LEASE-LEASEBACK) LLB**

**ADVERTISEMENT DATE:**  
August 16, 2019

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**REQUEST FOR SEALED PROPOSALS  
FOR PRECONSTRUCTION SERVICES FOR  
LA JOLLA ELEMENTARY SCHOOL WHOLE SITE MODERNIZATION PROJECT  
(LEASE-LEASEBACK)**

The San Diego Unified School District (“**District**”) is requesting sealed proposals for Preconstruction and Construction services through this document (“**RFP**”) for La Jolla Elementary School as further described in **Attachment No. 1** (“Project Description”).

- Stage 2, Increment 1 Estimated Construction (Hard Cost) Budget : \$816,000.00
- Stage 2, Increment 2 Estimated Construction (Hard Cost) Budget : \$45,250,000.00
- Estimated Total Amount Contractor will Finance for the Project: \$2,303,300.00
- Anticipated Duration of Project: Five (5) months of pre-construction services, thirty-one (31) months of Construction.

**Through this RFP, the District intends to select one (1) contractor for the Project, and intends that each of the Increments will be issued under a separate Notice to Proceed (NTP) with that one contractor.**

Your firm was one of the qualified firms that responded to the District’s Request to Prequalify and for Statement of Qualifications for Preconstruction and Construction Services for Certain District Projects (Lease-Leaseback), dated April 9, 2019 (Group E) (“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.).

**Contract Documents:** The RFP Documents are available at Crisp Imaging, 8375 Camino Santa Fe, Unit B, San Diego, CA 92121 (858-535-0607) or online from Plan Well. Hard copy proposal documents are available for a refundable payment of Five-Hundred Dollars (\$500) per set; CD’s are available for a non-refundable charge of \$50, and; online documents are available for download on Plan Well through Crisp Imaging www.crispimg.com, click on Public Plan room. 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, at La Jolla Elementary School, 1111 Marine Street, San Diego, CA 92037.** The meeting will begin in the **Multi-Purpose** Building for 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 two (2) hours. Failure to attend or extreme tardiness and to sign in will render a Contractor’s Proposal ineligible.

**Proposals:** RFP Responses must be received by the respective dates indicated in the RFP schedule with:

3-ring binder: one (1) original and six (6) copies	RFP Response
Flash drive: One (1) electronic copy in PDF format with Bookmarks	RFP Response
In a Sealed Envelope: Six (6) copies of each:	Attachment No. 3 – Contractor Statement of EBE Commitment Attachment No. 4 – GMP and Other Cost Components

**Deliver to:** San Diego Unified School District, 2351 Cardinal Lane, Building M, San Diego, CA 92123, Attn: Natalie Ethridge, Contracts Specialist, Construction.

Electronically transmitted Proposals or Offers will not be considered.

**If you do not intend to submit a proposal for this Project, please inform the Contracts Specialist, Natalie Ethridge ASAP at (858) 522-5825 or nethridge@sandi.net.**

**Questions:** Questions regarding this RFP must be in writing and directed only to **Natalie Ethridge at nethridge@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 Plan Well 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.

NOTE: *Subcontractor prequalification is not required at the preconstruction phase. However, subcontractor prequalification will be required for each GMP phase of the Project.*

**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.

Event	Time / Date / Deadline
District Issues RFP and Contract Documents Available	<b>August 16, 2019</b>
<b>Mandatory Pre-Proposal Conference and Site Walk</b>	<b>10:00 AM, August 22, 2019</b>
Deadline for Contractors to submit RFI questions regarding this RFP	<b>2:00 PM, September 3, 2019</b>
District to respond to Contractors' questions regarding this RFP	<b>2:00 PM, September 10, 2019</b>
<b>Deadline for Contractors to submit Proposal</b>	<b>2:00 PM, September 16, 2019</b>
District Negotiations with Contractor	<b>September 27, 2019</b>
District Board approves successful Contractor	<b>October 29, 2019</b>

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 reject any and all Proposals. The District also reserves the right to amend this RFP as necessary. District will not provide any oral clarifications or modifications to the RFP or the requirements hereof. No employee, office, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. 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 the 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 a 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 Sites 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 Saya Nhim at the Facilities, Planning and Construction Department, 4860 Ruffner Street, San Diego, CA 92111, or via email at [snhim@sandi.net](mailto:snhim@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, text, 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 by school site. The District will determine if the amount of a particular bond can be less than the total Contract Price depending on the phases of each of the Projects, but the successful Contractor must be prepared to provide bonds 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.

NOTE: *The District does not intend to request bonds for the preconstruction phase of the project. However, bonds will be required for each GMP phase of the Project.*

- 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 the Strategic Sourcing and Contracts Department, San Diego Unified School 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 [nethridge@sandi.net](mailto:nethridge@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) 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 Contractor shall also include the following tasks as part of its EBE Participation Plan:
- a. Identify Contractor's EBE participation liaison (SBLO) and contact information. Contractor 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 sample provided in Exhibit K, excel version available upon request to Business Outreach Team. Data to be provided will include, but not be limited to, project information, EBE name(s) and information, EBE tier contract award value(s), description of EBE's Work, copy of EBE Notice to Proceed cover page or relevant portion of subcontract or Purchase Order Acknowledgement clearly identifying the project information. EBE certification designations, contract amendments and EBE participation values (\$ and %). The tier stops at the highest level of EBE. If Contractor still needs DVBE participation to meet the 3% mandate, DVBE lower tier participation to a higher tier EBE may be counted, if the related higher tier EBE participation is adjusted to account for the lower tier DVBE contract value in EBE reporting forms.
  - 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 Contractor'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 Contractor 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 Contractor'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 Contractor's goals.
    - 2) Substantial Completion EBE Status meeting with District Business Outreach staff to review Contractor'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 Contractor’s goals. A follow-on meeting may be set as deemed necessary and at the convenience of District Business Outreach staff to provide the Contractor with every opportunity to meet its EBE participation goals.

- e. Past performance summary of EBE and DVBE Participation results, or progress update, for any Contract or Agreement awarded Contractor by the District since May 10, 2011. Please include participation percentages and dollar amount of the overall Contract.
- f. Submit Contractor Statement of EBE Commitment form, form provided in Attachment No. 3.

1.12. **EBE Goals and Requirements:**

As of 2019, 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)	6.0%
Minority-Owned Business Enterprise (MBE)	10.0%
Women-Owned Business Enterprise (WBE)	4.5%
Small Business Enterprise (SBE)	46%
<i>*District 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): District defaults to California Department of General Services (DGS) definition as an independently owned and operated business, which is not dominant in its field of operation, the principal office of which is located in the United States, Which is not a branch or subsidiary of a foreign corporation, and which, together with affiliates, has 200 or fewer employees, and average annual gross receipts of thirty six million dollars (\$36,000,000) or less over the previous three years. See Senate Bill 605 (SB605) Glagiani). California Government Code §14837(B).

District also accepts SBE certifications from: the City of San Diego’s Small Local Business Enterprise (SLBE) and Emerging Local Business Enterprise (ELBE) programs, the Small Business Administration’s (SBA’s) Certified 8(a) Program, and other federal, state and local certification agencies. Self-certification is not accepted.

- 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 DGS Disabled Veteran Business Enterprise (DVBE) certification and the Department of Veterans Affairs Center for Veterans Enterprise (CVE) Service Disabled Veteran-Owned Business Enterprises (SDVOB) 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: the California Public Utilities Commission (CPUC) Supplier Clearinghouse MBE and the California Unified Certification Program (CUCP/Caltrans) Disadvantaged Business Enterprise (DBE) and MBE certifications, that from the Minority Supplier Development Council (MSDC), and other federal, state and local certification agencies. Self-certification is not accepted.

- 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: the CPUC and CUCP/Caltrans WBE certifications that from the Women's Business Enterprise National Council (WBENC), and other federal, state and local certification agencies. Self-certification is not accepted.

- 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 subcontractor or supplier as evidenced by DVBE/SDVOB Contractor Declaration submitted at time of Guaranteed Maximum Price (GMP). The failure of any Contractor to strictly comply with the District's DVBE Participation Program Policy will result in rejection of a Contractor's GMP Submittal(s) for non-responsiveness or incompleteness.

All Contractors will be required to submit a *complete* DVBE/SDVOB Contractor Declaration 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 GMP Submittal(s). See also Section 2.10 of this RFP. Also, Contractors will be required to submit a Prime DVBE Sub Report at project Substantial Completion, sample provided in Exhibit K, excel version available upon request to business outreach team.

NOTE: Designated DVBE/SDVOB Participation Documentation and Designated Subcontractor List is not required at this time for Preconstruction Services only elements of the Work. However, will be required to be met after the project is DSA approved and at time of GMP development/submittal(s). If Contractor has incorporated DVBE subconsultant(s) as part of their preconstruction team, please submit a copy of DVBE/SDVOB CONTRACTOR DECLARATION as a part of your RFP submittal, form available from Contract Specialist for this Project upon request.

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. Eligibility must be current at time DVBE 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.

## 2. CONTENTS OF PROPOSAL

- 2.1. **Contents of Proposal:** Contractors must review this RFP and especially this section carefully to understand how to prepare the separate components of their Proposal.

La Jolla Elementary School WSM – Stage 1 Preconstruction Services  
La Jolla Elementary School WSM – Stage 2, Construction Services

### 2.2. GENERAL REQUIREMENTS

#### 2.2.1. Cover Letter

- 2.2.2. **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:
- 2.2.2.1. License Number and a copy of CSLB License status
  - 2.2.2.2. DIR Number and a copy of DIR registration status
  - 2.2.2.3. Acknowledgement of Addendum
- 2.2.3. **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 all key personnel who would be performing Services, both Stage 1 and Stage 2, 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.
- 2.2.4. **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 or alternative delivery method. Provide details for a minimum of three (3) and a maximum of five (5) past projects. For Group E: (not required to be LLB delivery) 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.
- 2.2.4.1. Include projects that have Preconstruction Design Services Experience and include narrative of preconstruction design services performed for each project.
- 2.2.5. **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.
- 2.2.6. **Value Engineering**
- 2.2.6.1. **Narrative of Value Engineering Process:** Value Engineering: Provide a written narrative of the Contractor's Value Engineering (VE) process and approach. 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.

2.2.6.2. **3-5 Past Examples:** Contractor's Experience: Describe the Contractor's experience performing Value Engineering (VE) on 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 or other delivery method. Please include a description of the value engineering services provided and savings. 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.

2.2.7. **Current Work Commitments / Project Limitations**

2.2.7.1. **Current / Projected Workload:** Specify the current and projected workload of Contractor for the duration of the Project. If applicable, provide a statement of all recent, current, or anticipated contractual obligations (anticipated schedule and value) 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.

2.2.7.2. **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.

2.2.8. **Approach to Local and Diversity Outreach**

2.2.8.1. EBE Approach, see section 1.11.1 for guidelines

2.2.8.2. DVBE Approach

2.2.9. **Exceptions to the LLB Contract Form:** 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.**

2.3. **STAGE 1**

2.3.1. **Total Charges for Preconstruction Services and Other Pricing Factors:** Please provide your total charge for Preconstruction Services for the Project on the Form attached to this RFP as **Attachment No. 4**. Also include all pricing components required in **Attachment No. 4**.

2.3.2. **Preconstruction Services Schedule**

2.3.2.1. Statement Understanding the District's scope of work specified herein;

2.3.2.2. Description of how Stage 2 will be managed according to priority of work.

2.3.2.3. Describe any challenges/obstacles associated with the implementation

2.3.2.4. 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.

- 2.3.3. **Detailed Guaranteed Maximum Price:** NO Guaranteed Maximum Price at this time. Unless the contract for the Project has been otherwise terminated, the District will direct the Contractor to provide a final GMP at a later date after DSA has approved the plans and the Contractor and District agree on the timing and structure to advertise and solicit subcontractor pricing. The Contractor must submit their GMP Stage 2 proposed cost percentages as part of Attachment 4. For reference only, section 2.3 below describes the final GMP and related requirements pertinent to Stage 2 of the Project.
- 2.3.4. **Designated Subcontractors List:** NO Subcontractors List required at time of submitted Proposal for the Project.
- 2.4. **STAGE 2 (FOR REFERENCE ONLY, NOT REQUIRED AS PART OF THE STAGE 1 PRECONSTRUCTION SERVICES PROPOSAL)**
- 2.4.1. **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 Stage 2 of the/each Project. Please provide a GMP on the GMP Form attached to this RFP as **Attachment No. 4** (“GMP FORM”). Also include all pricing components required in **Attachment 4** Exhibit A, Samples.
- 2.4.1.1. **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 Stage 2 of the Project will be for twelve (12) months, after completion of Stage 2 of 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 in **Attachment 4**, Exhibit A, Samples.*
- 2.4.1.2. **Designated Subcontractors List:** Contractors must submit one copy with the Proposal a Designated Subcontractors List attached hereto as **Attachment No. 3**, Exhibit A, Samples, 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.
- 2.4.2. **Schedule of Values:** Please provide a preliminary schedule of values for Stage 2 of the Project. A form for each Firms’ use 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. After DSA approval the District will provide an **updated Attachment No. 5** for the contractor to complete and submit with their GMP. Reference **Attachment No. 5** Exhibit A, Samples.
- 2.4.3. **Value Engineering (Specific to Stage 2):** - Provide a list of potential Value Engineering (VE) and or enhancement items for Stage 2 of 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.

2.4.3.1. **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.

2.4.4. **Stage 2 Construction Schedule:** Please provide a preliminary construction schedule for Stage 2 of 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:

2.4.4.1. Statement understanding scope of work

2.4.4.2. Timeline and description of implementation process and key milestones Reference Specification Section 01 10 00 “Summary” for additional information on proposed key milestone dates.

2.4.4.3. Description of how Stage 2 will be managed according to priority of work

2.4.4.4. Describe any challenges/obstacles associated with the implementation

2.4.4.5. Provide Suggestions to timeline or obstacles that could benefit the overall cost to implement Stage 2 of 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>La Jolla ES WSM School Project</b>		
<b>Contents of Proposal</b>	<b>Item</b>	<b>Possible Proposal Points</b>
<b>2.1.3</b>	<b>A. Proposed Contractor Team (Specific to Stage 1).</b> For the specific persons listed in the RFP response and related to specific project within the RFP	25
	<b>B. Proposed Contractor Team (Specific to Stage 2).</b> For the specific persons listed in the RFP response and related to specific project within the RFP	20
<b>2.1.4</b>	<b>Contractor's Experience.</b> Experience performing projects with similar scopes and emphasis on preconstruction design services.	25
<b>2.1.5</b>	<b>Firm's Methodology.</b> With particular focus on the Firm's ability to provide Preconstruction and lease-leaseback services	20
<b>2.1.6</b>	<b>Value Engineering.</b> With particular focus on the specific project within the RFP	15
<b>2.1.7</b>	<b>Current Work Commitments / Project Limitations.</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	15
<b>2.1.8</b>	<b>Approach to Local and Diversity Outreach.</b> Demonstrated ability to meet EBE Participation Plan goals and DVBE mandate	15
<b>2.1.9</b>	<b>Exceptions to the Lease-Leaseback Contract Form.</b>	10
<b>2.2.1</b>	<b>A. Stage 1 Compensation.</b> Pricing components for Preconstruction Services	10
	<b>B. Stage 2 Compensation.</b> cost percentages for Construction services	30
<b>2.2.2</b>	<b>Schedule/Timeliness.</b> Demonstrated ability to complete project on time and to prepare and meet achievable construction schedules	15
<b>Total Possible Points</b>		<b>200</b>

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 a 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 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, **as 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 three General Obligation bond measures, Propositions S and Z and Measure YY. In an effort to provide a quality school in every neighborhood, the district is using Prop. S, Prop Z, and Measure YY funds to repair, renovate and revitalize district schools. La Jolla Elementary School was originally built in early 1900’s. While the schools received extensive upgrades and improvements over the years, the Long Range Facility Master Plan showed that the sites needs significant improvements. Based on the comprehensive planning study, the District concluded that La Jolla Elementary School is to have a Whole Site Modernization.

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

Stage 1: Preconstruction Services	November 2019
Stage 2: Increment 1 Construction	June 2020
Stage 2: Increment 2 Construction	August 2020

**La Jolla Elementary School**

La Jolla Elementary School is an existing Elementary School being modernized for no increase in the capacity of approximately 560 students. The design of La Jolla Elementary School needs to be further developed. The scope which is not completely developed in the drawings, is described in the Specification Section, 01 10 00 Summary, and in this attachment and will be required as part of the contract. Once the design is completed the Project Documents will require DSA review and approval before construction of this work can begin. Public Improvements work adjacent to Pacific Beach Middle School will require further review with the City of San Diego in order to obtain approval prior to the start of construction. Franchise Utility Coordination will also require further review with the Utility Companies.

The Services for La Jolla Elementary School is divided into Preconstruction Stage and Construction Stage Services.

Stage 1 of the Project continues through approval of the Project plans by the Division of the State Architect (“DSA”) and development and Board approval of the GMP for the Project, and is anticipated to be 8 months.

**3. STAGE 1 PRE-CONSTRUCTION PHASE SERVICES FOR PROJECT**

Stage 1 of the project shall be preconstruction services, as defined in Education Code section 17400(b)(4), to include the services generally described below in **Attachment 6**, Preconstruction Stage Services including but not limited to design/constructability and coordination review, value engineering, BIM coordination, detailed cost estimating, including variables and options in order to meet District’s budget, including variables and options in order to meet District’s EBE goals, development of different trades scope of work, and bidding and preparation of the Total Guaranteed Maximum Price (GMP) and lease payment schedule.

Commencement or completion of the Stage 1, Preconstruction Services, does not obligate the District to proceed with Stage 2, Construction and Post-Construction Services, with the selected LLB Entity. The approximate duration for the design phase is 8 months, followed by a 5 month period for DSA and City of San Diego Approvals. The Scope of Work is anticipated to include the following:

- a. Input to and review of design and construction documents, constructability review – not code level plan checks - for clarity, consistency, coordination, schedule, phasing, budget- (one formal Constructability report for each increment expected after DSA submission). Back-checks to be performed once design team has addressed review comments and prior to DSA approval for the different increments. The LLB Entity will work in a collaborative manner during the design process with the district staff, the Architect and the CM, as applicable. The LLB Entity should provide input on construction methodology and detailing based on the goals and objectives of the design to incorporate the strengths of their team.
- b. Undertake value engineering analysis and prepare report with recommendations to the District to maintain established construction budget.
- c. Perform detailed estimates at each design phase milestone using the District's uniform cost estimate template to be provided by Project Manager in Excel format to the awarded contractor.
- d. Attend regular meetings biweekly with the Design Team, and District Representatives.
- e. BIM Coordination.
- f. Assist in developing the construction phasing and sequencing plan of the project. Per the current plan, Increment I of Stage 2 (construction) of the project includes demolition of the five existing portable classrooms B1-B5. The work also includes the installation of five temporary relocatable classrooms and associated ramps. This work needs to be completed between issuance of the construction NTP for Increment I (tentatively scheduled for May 2020) and the start of school for the 2020-2021 school year (August 2020). Please note building demolition cannot commence until the end of the 2018-2019 school year (June 2019). We request input on alternate viable project construction sequence/phasing strategies for Increment I and II of the project that could potentially benefit the overall project schedule and cost.
- g. Provide a detailed Construction CPM schedule that identifies the critical path within the Construction Phase.
- h. Develop Scopes of Work for the different trade contractors and advertise for bids to obtain a minimum of 3 bids for each trade package. The GMP shall be developed through a public competitive sub-bid selection process. A minimum of three bids is expected for each trade. If the LLB Entity plans to self-perform any work, LLB Entity must submit a sealed bid directly to the District a minimum of 48 hours in advance of the bid due date for the subcontractors. LLB Entity will provide the District with a copy of their bid advertisement and subsequent addenda. Entity will be required to submit a detailed estimate for any work less than ½ of 1 percent of the construction project. Generally speaking, preparation of the GMP will require a minimum of nine weeks, broken down as follows:
  - Two weeks for bidding of trade contractors by LLB Entity.
  - One week for preparation of initial GMP by LLB Entity.
  - One week for review of GMP by District.
  - One week for District and LLB Entity to further clarify issues with Design Team and review proposed Value Engineering ideas.

Once week for LLB Entity to make revisions and submit final GMP and associated supporting documents for Board approval.

Three weeks for Board review and approval.

- i. District expects the LLB Entity to engage with different subcontractors during the Preconstruction Phase to seek input. Please identify what trades you plan to include for this phase (by increment and discuss it in the approach section. Any costs associated with subcontractor input will be included in the LLB Entity's Preconstruction Phase cost. The District expects the LLB Entity to seek competitive bids and will not be obligated to use any of the subcontractors engaged during the Preconstruction Phase during the Construction Phase, which subcontractor(s) must be identified in the Proposal and used during any Construction Phase.
- j. Develop the proposed GMP and proposed lease payment schedule. The GMP proposal shall include the written rationale for the price and objectively verifiable documentation of the costs to perform the services under the Facilities Lease, including documentation of the costs to perform any subcontract work reserved to a designated subcontractor in the proposal.

**4. STAGE 2. CONSTRUCTION AND POST-CONSTRUCTION SERVICES:**

**FOR INFORMATION ONLY. WILL BE PRICED AFTER ALL PLANS ARE DSA APPROVED AND CONTRACTOR AND DISTRICT AGREE TO ADVERTISE AND SOLICIT SUBCONTRACTOR PRICING.**

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.

Includes a construction and post-construction phase, and will not commence until after DSA approval of the plans and Board approval of the GMP, and will proceed only upon Notice to Proceed with Stage II by the District. The Stage 2 construction phase is anticipated to be 31 months, followed by a post-construction occupancy phase of 2 months.

- a. Increment I work includes primarily demolition of the existing Five (5) portable classrooms, B1-B5 and associated ramps and landings. Installation of five (5) temporary relocatable classrooms and associated ramps and landings. Refer to Campus Site Plan Increment I Drawing.
- b. The Increment II work includes the remainder of the whole site modernization scope of work as described below. Refer to Schematic RFP Increment II Drawings for Whole Site Modernization.

Construction off/on site work as necessary to support the buildings and associated improvements. 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.

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. PROJECT DESIGN FEATURES

The New 2-Story Classroom and Admin Building is fully-sprinklered with a variety of ceiling treatments with exposed ducting to distinguish the Collaborative Spaces (Common Area). The classrooms on the other hand have acoustical ceilings with tackable panels on all walls.

The New Classroom doors are electronically controlled and connected to a central lock down security system. Classroom doors are provided with power hold opens connected to the security system to allow for remote operation in the event of an emergency.

La Jolla Elementary School will be an active educational campus, therefore, noise, safety, dust control, language, appearance, smoking, alcohol consumption, testing schedules, no work days or hours, comingling with students and staff, etc will be strictly enforced by the district.

## 6. INCREMENT I - INTERIM HOUSING WORK/EXISTING BUILDING DEMOLITION (Please refer to Increment 1 Campus Site Plan Drawing)

Increment I scope of work is the most important phase of construction. These classrooms are necessary to fulfill the interim housing needs to accommodate the students during construction. Work must be completed by start of the 2020-2021 school year in order for the students to move and begin classes.

## 7. INCREMENT II - WHOLE SITE MODERNIZATIONS AND NEW CONSTRUCTION WORK (Please refer to Increment (II Schematic Drawings)

Increment II Scope of Work shall not commence until the completion of Increment I. Increment II's major work includes the construction of a new 2-story Classroom and Admin Building with Collaboration areas, restrooms and support facilities. A 1-story kindergarten building, and an upper field restroom building. This increment also includes the conversion of the existing main campus Admin building into classrooms, and modernizing the existing classroom buildings. The existing kitchen will be remodeled to provide an updated food service facility for the students.

The Fire Alarm system and Data, Communication, Security systems will also be upgraded in this increment.

- A New +/-26,000 sf Fire-Sprinklered Two-Story Administration & Classroom Building including associated utility and infrastructure improvements.
- A New +/-2,700 sf Fire-Sprinklered One-Story Kindergarten Classroom Building and 1,500 sf Lunch Shelter including associated utility and infrastructure improvements.
- A New +/-500 sf One-Story Restroom Building at Upper Field
- Interior remodel and reconfiguration of interior spaces into two classrooms in Building 13.
- Complete interior remodel to Buildings 5, 9, 10, 11, and 12.
- Complete interior remodel and reconfiguration of interior spaces in Building 8 kitchen and restroom.
- Complete interior remodel to Restrooms in Building 11.
- Removal of all existing portables (except B08 and B09) and demolition of Building 7.

- New on-site parking and drop-off lane.
- Improvements to Campus Accessible Path of Travel including accessible parking, site ramps and walkways.
- Site improvements including new secured single point of entry, lunch shelter, covered walkways, upper field turf, slope planting and outdoor learning areas.
- Campus-wide installation and/or upgrades to fire alarm, public address, technology, and security camera systems.
- Infrastructure for PV for new buildings.

**ATTACHMENT NO. 2**

**DISTRICT'S SUBCONTRACTOR PREQUALIFICATION APPLICATION**

**ATTACHMENT NO. 2 IS NOT DUE AT THE TIME OF PROPOSAL.**

**REQUIRED AFTER DSA APPROVED PROJECT DOCUMENTS  
HAVE BEEN ADVERTISED BY AWARDED CONTRACTOR**



**STRATEGIC SOURCING AND CONTRACTS**

**SUBCONTRACTOR PREQUALIFICATION FORMS FOR CONSTRUCTION SERVICES CONTRACTS  
FOR LA JOLLA ELEMENTARY SCHOOL WHOLE SITE MODERNIZATION (WSM)  
LEASE-LEASEBACK (LLB)**

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**PREQUALIFICATION OF NON-MEP SUBCONTRACTORS (LEASE-LEASEBACK) Application Form**

Minimum Criteria for Subcontractor Selection. Prime contractor shall use the following criteria in selection of its non-MEP subcontractors for lease-leaseback projects. Each non-MEP subcontractor is required to submit this one-page prequalification form directly with the District. Scanned copies are acceptable and may be submitted via email to Lynette Norman at [lnorman1@sandi.net](mailto:lnorman1@sandi.net). Prequalification will last through Feb 22, 2020 and apply to all upcoming lease-lease back projects awarded before that date.

(Note: Subcontractors performing mechanical, electrical or plumbing (MEP) trades must apply for prequalification directly with the District per CPCC Section 20111.6 using the District's standard MEP subcontractor form, downloadable at <https://www.sandiegounified.org/contractor-prequalification>.)

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 No.
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. Yes/No **If you have answered "Yes," please attach a letter of explanation.**
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. Yes/No **If you have answered "Yes," please attach a letter of explanation.**
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? Yes/No **If you have answered "Yes," please attach a letter of explanation.**
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.  
Indicate your EMR for 2017/18 \_\_\_\_\_ EMR for 2016/17 \_\_\_\_\_ EMR for 2015/16 \_\_\_\_\_  
**If your EMR for any of the last 3 years shown above was 1.50 or higher, attach an explanation.**
6. The subcontractor has not failed in its performance of a contract with any Contractor during the past five (5) years. Yes/No **If you have answered "Yes," please attach a letter of explanation.**

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: \_\_\_\_\_

**BIDDER'S QUALIFICATION AND VERIFICATION FORMS**

CONTRACTOR'S STATEMENT OF EXPERIENCE  
AND FINANCIAL CONDITION

**REQUEST FOR PREQUALIFICATION OF BIDDERS**  
**(Public Contract Code Section 20111.6)**

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

Each mechanical, electrical and plumbing (MEP) contractor wishing to perform work as a subcontractor to a prime contractor bidding to San Diego Unified School District for projects estimated at \$1,000,000 or over 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 contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the awarding body and provide updated accurate information in writing and under penalty of perjury.

**NOTICE: The following contractor mechanical, electrical and plumbing (MEP) classifications must be prequalified to work for a bidding 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.**



**SUBMISSION OF COMPLETED STATEMENTS**

Mail completed Contractor'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: Linda Hippe, Contracts Administration Supervisor, Construction  
2351 Cardinal Lane, Building M  
San Diego, CA 92123

**Please mark envelope "Confidential"**

BASIS FOR PREQUALIFICATION

1. Contractor will have answered “YES” to all of the Quick Check questions on Page 5 following.
2. Contractor must not have answered “YES” to *any* of the questions cited in SECTION 1 – DISQUALIFYING QUESTIONS.
3. Contractor 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. Contractor 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 bid to a prime contractor bidding to the District on any 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 for which it intends to bid.
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 bid 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.

**BEFORE YOU SUBMIT YOUR PREQUALIFICATION QUESTIONNAIRE HAVE YOU DONE THE FOLLOWING?**

- Have you completed all the information required in Section 2 – General Information beginning on page 9?
- Did you include the CalOSHA 300 logs for past 3 years required on page 15? NOTE: Summaries are not acceptable. To see an example of a 300 log please see the Appendices section at the back of the Questionnaire package.
- Did you include the Letter of Bondability from your bonding surety required on page 9?
- Did you include a current (within the last 2 years) financial statement required on page 9?
- Have you completed all the information required in Section 3 – Organization History, Performance and Compliance with Civil and Criminal Laws beginning on page 11?
- Did you sign the affidavit on page 16?
- Did you include a Certificate of Insurance required on page 18?
- Did you include three (3) recent construction projects and all of the requested information in Section 7 starting on page 19? NOTE: Please include CURRENT contact information for the projects listed.

If you have any questions regarding the questionnaire or its requirements, please contact 858-522-5864 or [prequal@sandi.net](mailto:prequal@sandi.net)

**SECTION 1 - DISQUALIFYING QUESTIONS**

A “Yes” response to *any* of the following questions will result in automatic disqualification from bidding 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 bid.  
**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 bidder?  
 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 bidding or 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 bid 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.***

CONTRACTOR'S STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION

SECTION 2 - GENERAL INFORMATION

Contractor: \_\_\_\_\_ Check One: Corporation \_\_\_\_\_  
(As name appears on license) Partnership \_\_\_\_\_

Address: \_\_\_\_\_ Sole Prop. \_\_\_\_\_  
\_\_\_\_\_ Joint Venture \_\_\_\_\_

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:**

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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.**

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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:**

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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:

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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.***
9. 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**

10. 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***
11. 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 bid?  
 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.***
12. 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).***
13. 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**

14. 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).*

15. 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.*

16. 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.*

\_\_\_\_\_ %

17. 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**

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

Yes  No

*If Yes, please Explain*

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

19. 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.*

20. 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.**
21. 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.**
22. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? \_\_\_\_\_ - \_\_\_\_\_
23. **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.**
24. 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.**
25. 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.
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- 26. 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.

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- 27. 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.*

- 28. 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.*

1. **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: \_\_\_\_\_

\*\*\*\*

2. **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) Contractor's Statement of Experience
- (2) Appropriate California Contractor's License
- (3) Contractor'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 Contractor may also file new statements quarterly if there is substantial change in the Contractor'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 for bidding 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 Contractor'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 bid opening due date** (*in accordance with Public Contract Code 20111.6*).

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

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

If Contractor is not prequalified, they may not submit a new prequalification questionnaire for a period of one (1) year from date of disqualification. If Contractor 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)(8)-(10)



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 work area)	(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)	Death	Days away from work	Job transfer or restriction	Other recordable cases	(K) Days	(L) Days	(M) Injury	(N) Skin disease	(O) Respiratory condition	(P) Hearing	(Q) Heart disease	(R) All other illnesses
						(G) <input type="checkbox"/>	(H) <input type="checkbox"/>	(I) <input type="checkbox"/>	(J) <input type="checkbox"/>	_____	_____	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(6) <input type="checkbox"/>
_____	_____	_____	month/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"/>
_____	_____	_____	month/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"/>
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<b>Page totals</b> _____						_____		_____		_____		_____					
Be sure to transfer these totals to the Summary page (Form 300A) before you post it.																	
											(1)	(2)	(3)	(4)	(5)	(6)	
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.

Contractor participation is mandatory for all construction jobs with the District.

Information regarding the DVBE participation program, including a listing of DVBE certified businesses, is available on the internet at the State of California Department of General Services website at: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>.

2. **Definitions.**

- 2.1 **Broker:** A certified DVBE 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'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 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;** 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 DGS Disabled Veteran Business Enterprise (DVBE) certification and the Department of Veterans Affairs Center for Veterans Enterprise (CVE) Service Disabled Veteran-Owned Business Enterprises (SDVOB) verification with CVE letter.

- 2.5 **Front:** A Subcontractor providing artificial or incidental participation to meet the objective of a Contract (e.g., DVBE 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 GMP. 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 DGS 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 CVE relevant to the bid (e.g., NAICS Code); self-certification will not be accepted. DVBE eligibility is a two-year period; SDVOB eligibility is a three-year period. Eligibility must be current at time of DVBE 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 (SDVOB) 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 SDVOB database: [www.vip.VetBiz.va.gov](http://www.vip.VetBiz.va.gov)

State of California DVBE database: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>

The District's Business 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/SDUSD%20DVBE%20Tipsheet%20for%20Web%20020618.jpg](https://www.sandiegounified.org/sites/default/files_link/district/files/dept/facilities_planning_&_construction/BizOutreach/SDUSD%20DVBE%20Tipsheet%20for%20Web%20020618.jpg)



Business Outreach, Lease Leaseback Projects  
Facilities, Planning and Construction  
Fax: 858.573.5857  
LLB-Outreach@sandi.net

**Contractor Statement of Emerging Business Enterprise Commitment**

**Contractor Name:** \_\_\_\_\_

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

**Project No.:** \_\_\_\_\_

**Information/Instructions:**

Pursuant to the Request for Proposal and Master Site Lease documents, Contractor is required to develop a project specific Emerging Business Enterprise (EBE) Participation Plan on this Agreement. EBEs include small business and woman-, minority-, and disabled veteran-owned business enterprises. Contractor shall hereon commit to (affirm by checking the boxes next to the statements and execute below) the following:

- Contractor understands that the San Diego Unified School District (District) has a mandatory three percent (3%) requirement for Disabled Veteran Business (includes DVBE and SDVOSB) participation on all construction projects regardless of value.
- Contractor understands that the District’s 2019 overall EBE goal is 50%, DVBE is 6%, MBE is 10%, WBE is 4.5% and SBE is 46%. While EBE goals are not mandatory, Contractor understands that the District’s Board of Education strongly supports and encourages engaging EBEs in District construction projects.
- Contractor commits to engaging EBE subcontractors, suppliers, equipment providers, and manufacturers in this project to the fullest extent possible.
- Contractor commits to proactively working with the District’s Business Outreach Team in an effort to engage EBEs in this project.
- The Contractor’s EBE participation commitment shall be based upon the anticipated net Guaranteed Maximum Price, including; Preconstruction services, all Subcontract costs, Contractor self-performed work, General Conditions, Fees, Allowances, Overhead and Profit, Bonds and Insurance, and any awarded alternatives.
- By signing this Statement of EBE Commitment, the Contractor agrees to the above statements.

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

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

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

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

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

Lease-Leaseback Contractor Name: \_\_\_\_\_

**DVBE/SDVOB CONTRACTOR DECLARATION**

**1. Prime Bidder Information:**

- a. Identify current certification(s): (MBE, SBE, WBE, DVBE, SDVOB) \_\_\_\_\_ Or None \_\_\_\_\_
- b. Will DVBE/SDVOB subcontractors or suppliers be used for this agreement? 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 LISTING 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 proposal non-responsive. No exceptions.

**3. DVBE/SDVOB Subcontractor/Supplier Listing: (COMPLETE ALL SHADED COLUMNS AT TIME OF PROPOSAL AND/OR GMP SUBMITTAL as applicable. Attach additional page(s) if necessary) Contractor shall submit within 24 hours of Proposal opening due date and/or GMP Submittal(s) a COMPLETE DVBE/SDVOB CONTRACTOR DECLARATION with ALL columns complete, along with the completed Contractor's 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 (ie. UNSPSC# 39131706 – Electrical Conduit)	Corresponding Subcontract/Supplier Purchase Order Value (\$)	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**  
***SUBCONTRACTOR LIST IS NOT DUE AT THE TIME OF PROPOSAL.***  
***REQUIRED AFTER DSA APPROVED PROJECT DOCUMENTS***  
***HAVE BEEN ADVERTISED BY AWARDED CONTRACTOR***

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

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

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/ MBE/ WBE?	DIR REG. NO.

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/ MBE/ WBE?	DIR REG. NO.

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/ MBE/ WBE?	DIR REG. NO.



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/ MBE/ WBE?	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 one half of one (1/2 of 1%) of the Proposal must be listed. Contractor **at time of submitting proposal and or GMP Submittal** 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 WITHIN 24 HOURS OF SUBMITTING PROPOSALS AND/OR GMP SUBMITTAL.

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 and/or submitting GMP(S)**. 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:

1. 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 the United States, which is not a branch or subsidiary of a foreign corporation, and which, together with affiliates, has 200 or fewer employees, and average annual gross receipts of thirty six million dollars (\$36,000,000) or less over the previous three years. See Senate Bill 605 (SB 605) (Glagiani), California Government Code §14837(B).
  - a. District accepts SBE certifications from: California Department of General Services (DGS), the City of San Diego's Small Local Business Enterprise (SLBE) and Emerging Local Business Enterprise (ELBE) programs, the Small Business Administration's (SBA's) Certified 8(a) Program, and other federal, state and local certification agencies. Self-certification is not accepted.
2. 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).
  - a. District accepts, both, the DGS Disabled Veteran Business Enterprise (DVBE) certification and the Department of Veterans Affairs Center for Veterans Enterprise (CVE) Service Disabled Veteran-Owned Business Enterprises (SDVOB) verification with CVE letter.
3. 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)
  - a. District accepts; the California Public Utilities Commission (CPUC) Supplier Clearinghouse MBE, the California Unified Certification Program (CUCP/Caltrans) Disadvantaged Business Enterprise (DBE) and MBE certifications, that from the Minority Supplier Development Council (MSDC), and other federal, state and local certification agencies. Self-certification is not accepted.
4. 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)
  - a. District accepts; the CPUC and CUCP/Caltrans WBE certifications, that from the Women's Business Enterprise National Council (WBENC), and other federal, state and local certification agencies. Self-certification is not accepted.

**Percentage of Contract Value:** The Proposer shall stipulate what percentage of work a Subcontractor will perform in relation to total value.

**ATTACHMENT NO. 4**

**PRECONSTRUCTION SERVICES AND OTHER PRICING FACTORS  
(To be submitted as part of each Firm’s Proposal)**

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

<b>LA JOLLA ELEMENTARY SCHOOL WSM PROJECT</b>
---

Contractor hereby states what it will charge to provide the Preconstruction Services as identified in **Attachment No. 6** to this RFP, which is based on identified hourly fees (**at or below the rates indicated in the Contractor’s RFQ response**). Provide a total not to exceed cost for the Preconstruction Services based on anticipated hours of work, etc.

**PRECONSTRUCTION SERVICES**

<b>Project Budget</b>	\$46,000,000	
<b>Reference: Exhibit H - Master Facilities Lease</b>		<b>COST</b>
General Services	\$	
Review of Design Documents including Constructability Review and BIM Coordination	\$	
Value Engineering	\$	
Budget of Project Cost	\$	
Construction Schedule and Phasing Plan	\$	
Construction Planning and Bidding	\$	
<b>Preconstruction Services:</b>	<b>Total</b>	<b>\$</b>

**OTHER PRICING FACTORS:**

PRECONSTRUCTION SERVICES (at or below the amount indicated in your RFQ response)	COST
Project Executive (hourly rate)	\$
Project Manager (hourly rate)	\$
Constructability Reviewer (hourly rate)	\$
Estimator (hourly rate)	\$
Scheduler (hourly rate)	\$

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

<b>Total Percentage of Contractor's General Conditions and General Requirements in its performance of the Work for the Project.</b> This percentage should include all the anticipated items below and be based on the estimated budgets stated above. (Attachment No. 5 Schedule of Values to be submitted after DSA approval).		%
<b>Pricing Information for Construction Phase (at or below the amount indicated in your RFQ response)</b>	<b>COST/ PERCENTAGE</b>	
General Contractor Mark-up on Subcontractor <b>Change Order</b> work. (If permitted by the District, as further defined in Attachment 1 of Exhibit G of the Master Facilities Lease)		15%
General Contractor Mark-up on self-performed <b>Change Order</b> work. (If permitted by the District, as further defined in Attachment 1 of Exhibit G of the Master Facilities Lease)		11%
<b>Fee / profit</b> (as a percentage of direct costs) if any, that is in addition to any mark-up		%
<b>Bond cost</b> (as a percentage of direct costs)		%
<b>Insurance cost</b> (as a percentage of direct costs)		%
<b>Builders Risk Insurance Cost</b> (as a percentage of direct costs)		%
<b>Other costs</b> (identify in sufficient detail for evaluation, either as a lump sum or a percentage of direct costs)	\$	or %
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		%

**Contingency**

<b>Subcontractor Contingency</b> (as a percentage of direct cost). May be used at the Contractor's request only upon obtaining the District's prior written approval as further defined in Exhibit C of the Master Facilities Lease.	%
--	---

**Rebates/Benefits.** Describe in detail all terms and conditions of any rebate program and/or any other offering or benefit to the District available with your proposed solution. *Provide on separate sheet if necessary*

Name of Rebate Program	Terms and Conditions of Rebate	Savings/Benefit to the District

**FOR REFERENCE ONLY – NOT REQUIRED FOR RFP**

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

**Accessories/Optional Products/ Modifications**

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

**FOR REFERENCE ONLY** – CONTRACTOR TO PROVIDE A FINAL SCHEDULE OF VALUES AT A LATER DATE AFTER DSA HAS APPROVED THE PLANS AND THE CONTRACTOR AND DISTRICT AGREE ON THE TIMING AND STRUCTURE TO ADVERTISE AND SOLICIT SUBCONTRACTOR PRICING.

**ATTACHMENT NO. 5  
SCHEDULE OF VALUES**

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

**La Jolla Elementary School WSM Project**

	<b>GENERAL CONDITIONS</b>	
01 31 10	Project Manager	\$
01 31 10	Superintendent	\$
01 31 10	Assistant Superintendent	\$
01 31 10	Project Engineer	\$
01 31 10	Administrative Assistant	\$
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>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 and Handwash	\$
01 50 00	Security and Protection	\$
01 57 23	Storm Water Pollution Prevention Plan	\$
01 73 00	General Site / Street Cleanup	\$



**ATTACHMENT NO. 6**

**LEASE-LEASEBACK CONTRACT DOCUMENTS  
FOR  
CONSTRUCTION SERVICES AT LA JOLLA ELEMENTARY SCHOOL  
LEASE-LEASEBACK**

**MASTER SITE LEASE:**

- EXHIBIT A** AERIAL VIEW OF THE PROJECT
- EXHIBIT B** DESCRIPTION OF PROJECT SITE AND SCOPE OF WORK

**MASTER FACILITIES LEASE :**

- EXHIBIT A** AERIAL VIEW OF THE PROJECT
- EXHIBIT B** DESCRIPTION OF PROJECT SITE AND SCOPE OF WORK
- EXHIBIT C** GUARANTEED MAXIMUM PRICE AND OTHER PROJECT COST, FUNDING AND PAYMENT PROVISIONS
- EXHIBIT D** RFP ATTACHMENT NO. 4 TO RFP GMP AND OTHER COST COMPONENTS
- EXHIBIT E** RFP ATTACHMENT NO. 5 SCHEDULE OF VALUES
- EXHIBIT F** RFP ATTACHMENT NO. 3 DESIGNATED DVBE/ SDVOB PARTICIPATIONS DOCUMENTATION AND DESIGNATED SUBCONTRACTOR LIST
- EXHIBIT G** GENERAL CONSTRUCTION PROVISIONS
- EXHIBIT H** SUPPLEMENTARY CONDITIONS
- EXHIBIT I** TERMS AND CONDITIONS FOR PRELIMINARY SERVICES
- EXHIBIT J** NEGOTIATED CHANGES AND CLARIFICATIONS TO THE CONTRACT
- EXHIBIT K** EMERGING BUSINESS ENTERPRISE (EBE) DOCUMENTS
- EXHIBIT L** MEMORANDUM OF COMMENCEMENT DATE
- EXHIBIT M** CONSTRUCTION SCHEDULE
- EXHIBIT N** EXECUTABLE DOCUMENTS INCLUDING BONDS AND INSURANCE:
  - 01 - NON-COLLUSION DECLARATION
  - 02 - ELECTRONIC SIGNATURE ACKNOWLEDGEMENT
  - 03 - PROJECT STABILIZATION AGREEMENT (PSA) AND LETTER OF ASSENT
  - 04 - PERFORMANCE BOND
  - 05 - PAYMENT BOND
  - 06 - WORKERS' COMPENSATION CERTIFICATION
  - 07 - DRUG-FREE WORKPLACE CERTIFICATION
  - 08 - TOBACCO-FREE ENVIRONMENT CERTIFICATION
  - 09 - GUARANTEE
  - 10 - CRIMINAL BACKGROUND INVESTIGATION/FINGERPRINTING CERTIFICATION
  - 11 - MEGANS LAW
  - 12 - ROOFING CONTRACT FINANCIAL INTEREST CERTIFICATION
  - 13 - ELECTRICIANS CERTIFICATION
  - 14 - DVBE DOCUMENTS
  - 15 - CERTIFICATES OF INSURANCE
  - 16 - IRAN CONTRACTING ACT CERTIFICATION
  - 17 - HAZARDOUS MATERIALS CERTIFICATION
  - 18 - LEAD-BASED MATERIALS CERTIFICATION
  - 19 - IMPORTED MATERIALS CERTIFICATION
  - 20 - CERTIFICATION OF DIR REGISTRATION
- EXHIBIT O** DIVISION 1 SPECIFICATIONS TABLE OF CONTENTS FOR PROJECT

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