

# SECTION 1 - INTRODUCTION

---

## **Purpose of the Request for Pre-qualification**

The Tahoe Forest Hospital District (District) seeks to pre-qualify contractors, within certain trades, that are to provide construction services on upcoming public works projects. The purpose of a Request for Pre-qualification (RFPQ) is to provide the District with a means to predetermine a contractor's ability to provide quality construction services by evaluating their history, trade experience, solvency, and credibility. It is in the District's best interest to ensure that reputable, qualified contractors construct all public works projects.

All contractors intending to submit a bid for projects where a RFPQ has been announced must submit to the pre-qualification process to be eligible to participate in the project's bid process. Contractors that have not participated in the pre-qualification process prior to a bid opening shall not be eligible to participate in the bid. The District reserves the right, as per CA Public Contracts Code (PCC) 20101, to deny a contractor access to the bid process for failure to participate in the pre-qualification process. There is no appeal available to any contractor that has been denied access to a public works project bid for failure to participate in the pre-qualification process.

The District's pre-qualification procedure is outlined in this manual. This manual is meant as a guide to the RFPQ procedure and is not meant to represent a request for pre-qualification on any specific project. The District may, at any time and without notice, revise, amend, or eliminate the pre-qualification procedure at its sole discretion.

Questions regarding the District's policy on pre-qualification are to be submitted in writing to:

**Tahoe Forest Hospital District**  
**C/o Geney/Gassiot, Inc. – Construction Manager**  
**Attn: Nicole Parker – Contracts Administrator**  
**5521 West Fourth Street**  
**Reno, NV 89523**  
**775.747.2200 ph / 775.747.2227 fx**  
[nparker@geneygassiot.com](mailto:nparker@geneygassiot.com)

# SECTION 2 - ANNOUNCEMENT

---

## **Announcement**

The District shall determine when it is to its benefit to pre-qualify contractors for a project. Once the District has decided to request contractors within certain trade classifications pre-qualify prior to an upcoming bid for a project, then it will first post an announcement to the public. The announcement will generally contain the following items:

- 1) Name of project and brief description
- 2) Schedule of Events
- 3) Trades that must pre-qualify
- 4) Where to obtain pre-qualification packet
- 5) Where to submit application and required attachments
- 6) How to submit questions regarding the RFPQ
- 7) Appeal process

Two different sample announcements are included in this section. Sample #1, The DIR Model, is more effective as a supplement to the pre-qualification application and should be included in the application packet. Sample #2 is a better example of a public announcement advertisement posted in local publications.

## **Schedule of Events**

A schedule of events will generally be included within the announcement and within the application packet. The schedule of events is a vital part of both, as it summarizes the important dates and deadlines within the pre-qualification process. The schedule should begin with the RFPQ announcement date and conclude with the bid opening date. When setting the RFPQ dates and deadlines, the District must consider the following:

- The deadline to submit questions regarding the pre-qualification packet is 10 days prior to the application due date as to allow ample time for the District to respond to the questions and provide the responses to all applicants.
- The application due date will generally be 25 days after the date of announcement and 35 days before the bid opening.
- The time allowed for the evaluation and selection process will generally be 14 days from the deadline to submit applications.

### **Schedule of Events (continued from previous page)**

- Appeals to Disqualification must be received no later than 10 days prior to the bid opening date.
- Appeals Hearings shall be concluded no later than 5 days prior to the bid opening date.
- Notice of decision regarding an appeal must be sent to the contractor within 24 hours of the hearing and no later than 4 days prior to the bid opening.

These It is essential that the contractor be aware of the deadlines throughout the process. There is no appeal available to a contractor that is disqualified for failure to submit a timely and complete application.

A sample Schedule of Events follows the sample announcements contained at the end of this section.

## **Sample Announcements**

**Sample #1 Department of Industrial Relations template** - This announcement template is taken directly from the CA Dept of Industrial Relations Model that has been approved by the CA Legislature in accordance with the CA Public Contracts Code Section 20101. The dates used and the information contained is meant as an example only.

### **Announcement of Request for Pre-Qualification of Bidders Commencing with Forthcoming Public Works Bids**

Notice is hereby given that Tahoe Forest Hospital District has determined that contractors wanting to submit proposals on {Insert Project Name Here }, to be undertaken by the Tahoe Forest Hospital District, and that work within the earthwork, concrete, structural steel, mechanical, electrical, and or plumbing trades, must be pre-qualified prior to submitting a bid on the project. It is mandatory that all Contractors who intend to submit a bid for the trades specified above, fully complete the pre-qualification questionnaire, provide all materials requested therein, and be approved by Tahoe Forest Hospital District to be on the final qualified Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. **The last date to submit a fully completed questionnaire is 02/10/2010.** Contractors are encouraged to submit packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for this project.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. Tahoe Forest Hospital District will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. Tahoe Forest Hospital District reserves the right to check other sources available. Tahoe Forest Hospital District's decision will be based on objective evaluation criteria.

Tahoe Forest Hospital District reserves the right to adjust, increase, limit, suspend, or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist Tahoe Forest Hospital District in determining bidder responsibility prior to bid and to aid Tahoe Forest Hospital District in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude Tahoe Forest Hospital District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

Please complete all parts of the pre-qualification application and return one (1) original and two (2) copies with all attachments as required to the District. The package(s) should be submitted under seal and marked "CONFIDENTIAL". Contractors may submit pre-qualification packages Monday – Friday (excluding holidays) from 9am-4pm. If the contractor elects to mail the package, it must be addressed as follows:

**Tahoe Forest Hospital District**  
**Attn: Rick McConn – Chief, Facilities Development**  
**Tahoe Forest Hospital System**  
**10121 Pine Avenue**  
**Truckee, CA 96161**

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are **not public records** and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, 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 Tahoe Forest Hospital District and provide updated accurate information in writing, under penalty of perjury.

Tahoe Forest Hospital District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

Contractors who submit a complete pre-qualification package will be notified of their qualification status on **02/24/2010**. On this date, the Tahoe Forest Hospital District will post an announcement of contractors that have been selected to receive "Pre-qualified Status".

Tahoe Forest Hospital District may refuse to grant pre-qualification status where the requested information and materials are not provided by **02/10/2010**. There is no appeal for a refusal to prequalify due to an incomplete or late application, but re-application for a later project is permitted. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

### **Appeals Process**

When a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. To initiate an appeal, the contractor must put in writing a notice to Tahoe Forest Hospital District to appeal the decision with respect to its pre-qualification rating. Request must be made no later **04/10/2010**. Without a timely appeal, the Contractor waives all rights to challenge the decision of Tahoe Forest Hospital District, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required and timely notice of appeal and requests a hearing, the shall be conducted so that it is concluded within five business days after Tahoe Forest Hospital District's receipt of the notice to appeal, and no later than five business days prior to the last date for the receipt of bids on the project, on or about **04/15/2010**. The hearing shall be an informal process conducted by a panel to which the Tahoe Forest Hospital District has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for Tahoe Forest Hospital District's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. The Appeals Panel will render its decision within 24 hours of the appeal hearing. It is the intention of Tahoe Forest Hospital District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

**Note:** A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Tahoe Forest Hospital District, or on all contracts to be let by Tahoe Forest Hospital District, until the contractor meets Tahoe Forest Hospital District's requirements. In addition, the District may disqualify a contractor for either of the following reasons:

- (1) Omission of requested information or
- (2) Falsification of information

### **End of DIR Model**

## **Sample #2 –Sample Advertisement Notice**

The following sample advertisement for pre-qualification was developed as an alternative announcement. It incorporates all the essential information required for a solicitation announcement. The information contained herein is for sample purposes only.

### **ADVERTISEMENT FOR CONTRACTOR PRE-QUALIFICATION**

The Tahoe Forest Hospital District seeks to pre-qualify contractors within the trades specified below for the following project:

**Measure C Project – Cancer Center**  
**10121 Pine Ave. Truckee, CA**  
**PROJECT NO. 09008**  
**Estimated Construction Cost: \$28,000,000**

#### **PRE-QUALIFICATION OF PROSPECTIVE CONTRACTORS WITHIN THE**

**FOLLOWING SCOPES OF WORK:** The District has determined that Contractors who plan to submit bids for Site Work, Concrete, Steel, Mechanical, Electrical and Plumbing, must be pre-qualified prior to the bid opening date.

**LICENSES:** To become pre-qualified, interested Contractors must possess a current California contractor's license specific to the trade classification for which they will be pre-qualified.

**DESCRIPTION OF THE WORK:** The TFHD Cancer Center Project is part of the District's Measure C Seismic Upgrade plan. It is the construction of a 2 story OSHPD-3 building which includes 18,893sf of area on the first floor for medical, radiation, and oncology, with associated support and 13,145sf on the 2<sup>nd</sup> floor for future tenant fit ups. The construction includes site work, concrete, steel, new mechanical, electrical, plumbing, telecom and data, fire alarm and roofing systems.

**OBTAIN PRE-QUALIFICATION DOCUMENTS** from the District's Construction Manager:

**Geney/Gassiot, Inc. - Construction Manager**  
**Attn: Nicole Parker – Contracts Administrator**  
**5521 West Fourth Street**  
**Reno, NV 89523**  
**775.747.2200 ph / 775.747.2227 fx**  
[nparker@ganeygassiot.com](mailto:nparker@ganeygassiot.com)

Documents will be available Monday –Friday, 9am-4pm

**COMPLETED APPLICATIONS** are to be returned to:

**Tahoe Forest Hospital District**  
**Attn: Rick McConn – Chief, Facilities Development**  
**Tahoe Forest Hospital System**  
**10121 Pine Avenue**  
**Truckee, CA 96161**

Applications will be accepted Monday-Friday, during normal business hours only.

**COMPLETED PRE-QUALIFICATION DOCUMENTS** and attached requirements must be received by the Tahoe Forest Hospital District on or by **3:30 p.m. PST, February 10, 2010.**

**QUESTIONS:** Only written inquiries sent via US mail, fax, or electronic mail will be accepted. Inquiries are to be submitted in writing to the District's Construction Manager at the address above.

Questions must be received by 4 P.M. on **February 1, 2010**. Additional information regarding contractor pre-qualification, the appeals process, and the project is available in the Request for Pre-qualification Application Packet.

## **Sample Schedule of Events**

<b>Item No.</b>	<b>Event</b>	<b>Dates</b>
1	Solicitation for Pre-qualification of Contractors bidding on Cancer Center Project	01/15/2010
2	Deadline for Pre-qualification Applicants to submit questions and requests for clarification regarding the RFPQ process and application	02/01/2010
3	DISTRICT will post all relevant answers and clarifications to questions submitted	02/05/2010
4	RFPQ Completed applications and required attachments due	02/10/2010 3:30pm PST
5	List of Prequalified Contractors Posted	02/24/2010
6	Deadline for Appeals of District Decisions Regarding Pre-Qualification	04/10/2010 4:00pm PST
7	Bid Opening	04/20/2010 1:00pm PST

# SECTION 3 - PROJECT OVERVIEW

---

## **Creating a Project Overview**

Because a solicitation for the pre-qualification of contractors is directly linked to a specific project coming up for bid, a project overview will generally be included in the pre-qualification packet each time a new RFPQ is announced. The overview will generally contain the name of the project, its location, as well as information regarding the project owner, its construction manager, and the design team. A project description may follow, and will generally outline the project size, scopes of work, and any relevant logistical issues. This description will generally have more detail than the brief description contained in the Solicitation Announcement.

The following [\*\*sample project overview\*\*](#) is a good example of what is included in a project overview and description. The information contained therein is an example only. Project Overview and Description will need to be updated for every new RFPQ.

## **Project Overview**

The proposed Cancer Center will be owned and operated by Tahoe Forest Hospital District and is located in the Town of Truckee south of Donner Pass Road, in between the intersecting streets of Pine Avenue and Levon Avenue. The project has been designed by FreemanWhite, Inc. and Geney/Gassiot, Inc. has been assigned as Construction Manager. The site will be unoccupied during construction.

## **Project Description**

The proposed Cancer Center project at this site consists of a new free standing building including approximately a 19,000 SF first floor, an 11,000 SF second floor and a 10,000 SF mechanical penthouse. The Cancer Center building is a two story structure housing a diagnostic and treatment center, with a PET/CT Imaging System and linear accelerator vault at the first level and shell space for future office space at the second level.

The scope of work includes demolition of an existing administration building of approximately 5,000 SF, utility infrastructure, on site improvements, landscaping, offsite parking improvements, and new construction of the Cancer Center Building. The building is designed as concrete slab on grade with structural steel skeletal, floor and roof construction with metal stud vertical infill. Emergency power, chilled water piping and hot



water heating piping will be supplied to the building by an existing Central Plant facility.

# SECTION 4 - THE APPLICATION

---

## **Contractor Request to Pre-qualify**

A contractor that wishes to respond to an RFPQ and participate in the pre-qualification process will first need to complete a Pre-qualification Application Packet. The RFPQ announcement will direct the contractor to contact the District's Construction Manager to obtain the packet.

The Solicitation for Pre-qualification announcement shall state that packets can be obtained, Monday through Friday, during the business hours of 9am-4pm at the District's Construction Manager's Office. Packets will not be available at the Tahoe Forest Hospital District offices.

When a contractor requests an application packet, the Construction Manager Representative distributing the packet will log the contractor's contact information, including email address, so every applicant can be properly notified of any changes, clarifications, or responses to questions regarding the application. It is vital to maintain a complete and accurate log of all applicants to ensure that all applicants receive the same information. This also helps the District and the District Construction Manager determine the number of pre-qualification applications expected for each project.

## **The RFPQ Application Packet**

A Pre-qualification Application packet will include the following sections:

- 1) Copy of RFPQ Announcement
- 2) Copy of Schedule of Events
- 3) General Pre-qualification Instructions and Information
  - a. Packet instructions and required attachments summarized.
  - b. How to Submit Proposal, # of copies required, Where to submit
  - c. How to post questions regarding the packet and its requirements
  - d. Appeals Process Outlined
- 4) Project Overview
- 5) Evaluation and Scoring System Summary
- 6) Application Questionnaire
- 7) References and Project History Section

A Packet Template will be available in MS Word format on a compact disc so changes can be made easily for every new solicitation. For each new project that will solicit a RFPQ, items 1-4 will need to be updated to reflect the new project information. Items that must be entered in EVERY new RFPQ have

been indicated by {brackets} and grey shades. Please enter the applicable information throughout the questionnaire packet and then delete all notations in {brackets}. Packet items 5-7 will need to be reviewed at every new RFPQ solicitation by a District representative to ensure the information being requested is relevant to the new project and to the types of contractors that will be pre-qualifying. Again, items that must be updated are indicated by {brackets}.

In addition to the items above, the TFHD may decide to include trade specific questions that will more specifically detail a contractor's trade experience. This portion of the application shall be added to Part 7- Project History. How that section is scored will be similar to the scoring of the model interview questions. A summary of that scoring information will be added to the packet Part 5 prior to the solicitation for an RFPQ.

### **Questions Regarding the RFPQ Application Packet**

The RFPQ Application Packet is an extensive questionnaire designed to assist the District in determining a contractor's ability to provide quality construction services. When completing the application, the contractor may have questions or concerns that, if left unanswered, could delay successful completion of the pre-qualification application. Therefore, a system of receiving, responding and posting questions and responses has been established to assist the applicants in completing the application timely.

When a contractor has a question or needs clarification of a requirement, the issue must be submitted in writing to the District's Construction Manager Representative at:

**Tahoe Forest Hospital District**  
**C/o Geney/Gassiot, Inc. – Construction Manager**  
**Attn: Nicole Parker – Contracts Administrator**  
**5521 West Fourth Street**  
**Reno, NV 89523**  
**775.747.2200 ph / 775.747.2227 fx**  
**[nparker@geneygassiot.com](mailto:nparker@geneygassiot.com)**

Only inquiries submitted via facsimile, e-mail or US Mail will be accepted. The questions must be submitted by the posted deadline listed in the Schedule of Events. The District's Construction Manager Representative shall receive and post the questions and responses in writing and distribute to all contractor applicants, via email or fax. This is to ensure that all applicants have access to the information. The application packet shall clearly outline this process, with contact information noted.

When a response is of the nature that the District's Construction Manager Representative cannot answer the question without assistance from the District, the question or concern will be forwarded to a District Representative for response. Once answered, the response will be forwarded to the District's Construction Manager Representative for posting.

**Questions Regarding the RFPO Application Packet (continued from previous page)**

The District and its Construction Manager should take care to ensure this process is completed timely within the posted deadlines, to allow for proper notice to the applicants. All questions are due to the District's Construction Manager no later than 10 days prior to the Pre-qualification Application Deadline. Responses should be posted no later than 5 days prior to this same date. Written inquiries received after this date will not be accepted or answered.

# SECTION 5 - SAMPLE APPLICATION PACKET

---

## **Introduction**

The following is a sample of the District's Request for Pre-qualification (RFPQ) Packet. The following sample packet is included for demonstrative purpose only and contains examples of items 1-4. It is not meant to be used as a template for future RFPQs. A template in MS Word format is available for creation of future packets.

The main portion of the questionnaire is based on the Department of Industrial Relations model. The DIR Model complies with section 20101 of the California Public Contracts Code.

**CONTENTS OF PRE-QUALIFICATION PACKET**

- 1) Announcement of Request for Pre-qualification of Contractors  
(SAMPLE)**
- 2) Schedule of Events (SAMPLE)**
- 3) General Pre-qualification Instructions and Information**
- 4) Project Overview (SAMPLE)**
- 5) Evaluation Criteria (SAMPLE)**
- 6) Application for Pre-Qualification**
  - Part I- Company Information, Declaration and Affidavit**
  - Part II- Essential Requirements for Qualification**
  - Part III- Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws**
  - Part IV- Organization's Statement of Experience and Recent Construction Projects Completed**
  - Part V- Organization's financial Statements, Surety and Bonding Requirements, and Insurance Requirements**
  - Part VI- Required Attachments**
  - Part VII- Certification**

## 1) ANNOUNCEMENT

### Announcement of Request for Pre-Qualification of Bidders Commencing with Forthcoming Public Works Bids

Notice is hereby given that Tahoe Forest Hospital District has determined that contractors wanting to submit proposals on {Insert Project Name Here }, to be undertaken by the Tahoe Forest Hospital District, and that work within the earthwork, concrete, structural steel, mechanical, electrical, and or plumbing trades, must be pre-qualified prior to submitting a bid on the project. It is mandatory that all Contractors who intend to submit a bid for the trades specified above, fully complete the pre-qualification questionnaire, provide all materials requested therein, and be approved by Tahoe Forest Hospital District to be on the final qualified Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. **The last date to submit a fully completed questionnaire is 02/10/2010.** Contractors are encouraged to submit packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for this project.

Answers to questions contained in the attached questionnaire, information about current bonding capacity, an original notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. Tahoe Forest Hospital District will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. Tahoe Forest Hospital District reserves the right to check other sources available. Tahoe Forest Hospital District's decision will be based on objective evaluation criteria.

Tahoe Forest Hospital District reserves the right to adjust, increase, limit, suspend, or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given the opportunity for a hearing consistent with the procedures described below for appealing a pre-qualification rating, provided there are at least the required 5 days prior to an award to allow for the appeals hearing to be conducted.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist Tahoe Forest Hospital District in determining bidder responsibility prior to bid and to aid Tahoe Forest Hospital District in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude Tahoe Forest Hospital District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

Please complete all parts of the pre-qualification application and return one (1) original and two (2) copies with all attachments as required to the District. The package(s) should be submitted under seal and marked "CONFIDENTIAL". Contractors may submit pre-qualification packages Monday – Friday (excluding holidays) from 9am-4pm. If the contractor elects to mail the package, it must be addressed as follows:

**Tahoe Forest Hospital District**  
**Attn: Rick McConn – Chief, Facilities Development**  
**Tahoe Forest Hospital System**  
**10121 Pine Avenue**  
**Truckee, CA 96161**

The pre-qualification packages (questionnaire answers and financial statements) submitted by Contractors are **not public records** and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, 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 Tahoe Forest Hospital District and provide updated accurate information in writing, under penalty of perjury.

Tahoe Forest Hospital District reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

Contractors who submit a complete pre-qualification package will be notified of their qualification status on **02/24/2010**. On this date, the Tahoe Forest Hospital District will post an announcement of contractors that have been selected to receive "Pre-qualification Status".

Tahoe Forest Hospital District may refuse to grant pre-qualification status where the requested information and materials are not provided by **02/10/2010**. There is no appeal for a refusal to pre-qualify due to an incomplete or late application, but re-application for a later project is permitted. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

### **Appeals Process**

When a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. To initiate an appeal, Contractor must put in writing a notice to Tahoe Forest Hospital District to appeal the decision with respect to its pre-qualification rating. Request must be made no later **04/10/2010**. Without a timely appeal, the Contractor waives all rights to challenge the decision of Tahoe Forest Hospital District, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required and timely notice of appeal and requests a hearing, the shall be conducted so that it is concluded within five business days after Tahoe Forest Hospital District's receipt of the notice to appeal, and no later than five business days prior to the last date for the receipt of bids on the project, on or about **04/15/2010**. The hearing shall be an informal process conducted by a panel to which the Tahoe Forest Hospital District has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for Tahoe Forest Hospital District's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. The Appeals Panel will render its decision within 24 hours of the appeal hearing. It is the intention of Tahoe Forest Hospital District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

**Note:** A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Tahoe Forest Hospital District, or on all contracts to be let by Tahoe Forest Hospital District until the contractor meets Tahoe Forest Hospital District's requirements. In addition, the District may disqualify a contractor for the following reasons:

- (1) Omission of requested information or
- (2) Falsification of information
- (3) Failure to provide updated material or corrected information.

\* \* \* \* \*



## 2) SCHEDULE OF EVENTS

Item No.	Event	Dates
1	Solicitation for Pre-qualification of Contractors bidding Cancer Center Project	01/15/2010
2	Deadline for Pre-qualification Applicants to submit questions and requests for clarification regarding the RFPQ process and application	02/01/2010
3	District will post all relevant answers and clarifications to questions submitted	02/05/2010
4	RFPQ Completed applications and required attachments due	02/10/2010 3:30pm PST
5	List of Pre-qualified Contractors Posted	02/24/2010
6	Deadline for Appeals of District Decisions Regarding Pre-Qualification	04/10/2010 4:00pm PST
7	Bid Opening	04/20/2010 1:00pm PST

## 3) INSTRUCTIONS AND GENERAL INFORMATION

### A. General Information

The Tahoe Forest Hospital District is requiring contractors interested in bidding the Tahoe Forest Hospital District Cancer Center project on 04/20/2010 to pre-qualify. The approved pre-qualification status is required irrespective of and in addition to any previous pre-qualification status with the District. Pre-qualification rating will be based on the contractor's responses to the questionnaire, experience, reputation, and solvency. In addition to a written application and the required attachments, the District will conduct interviews with 2-3 prior references of the contractor regarding recent project performance (based on project information detailed in Part IV.), as well as rate comparable project experience based on those same 3 projects. Both the written and interview portions of the application will contribute to the contractor's final status rating. Contractors will be pre-qualified within the trades that licenses are held for and have experience in. Pre-qualification Status will be valid through the bid opening date.

General requirements for participating in the pre-qualification process are 1) a valid business license and 2) a valid contractor's license in the category for which the contractor seek pre-qualification. The District reserves the right to check any and all sources to verify information contained in the submitted application. Submission of an application for pre-qualification constitutes the contractor's authorization for the District and its representatives to contact all sources and references for purposes of verification of the information contained in the application, with the understanding that the information will be used in the determination of the contractor's pre-qualification status rating. Omission of relevant information and

## **General Information (continued from previous page)**

or providing false information can result in immediate disqualification. The District reserves the right to determine whether a disqualified contractor may pre-qualify for a future project.

The application and its contents, including financial statements, are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law.

However, the contents may be disclosed to third parties when necessary for verification and or investigation or in an appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public record subject to disclosure. The first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury by a representative of the firm who has the legal authority to sign on behalf of the contractor. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the District's Chief of Facilities Department (see contact information in section G) and provide updated accurate information in writing. The District reserves the right to reject any and all pre-qualification questionnaires due to any irregularities, whether or not substantiated, in the information contained in the application.

### **B. Data Required**

All portions of the Application for Pre-qualification, Parts I through VII, must be completed. Additional information should be attached when space provided does not suffice. Failure to include the information called for may result in disqualification. It is essential that the construction experience of the contractor be demonstrated, as such experience is considered in establishing pre-qualification status.

### **C. Current Financial Information**

Contractor shall provide a complete financial statement indicating the organization's financial condition. Financial statements provided by the contractor shall not be older than six (6) months prior to the date the contractor submits the pre-qualification application. The financial statements are to be reviewed or audited and submitted with any accompanying notes and supplemental information. The District reserves to the right to reject financial statements in which the financial condition shown is more than 6 months prior to the date that the pre-qualification application date is submitted to the District.

#### **D. Accountant's Certificate**

The certificate of a Certified Public Accountant (CPA) is required. It will be acceptable for the CPA to submit a certificate in their own words, including such qualifications as may be necessary in view of the scope of this assignment. The certificate must be signed and shall indicate CPA's license/certificate number.

#### **E. Questions**

Contractors having questions regarding the pre-qualification process and or the contents of the pre-qualification packet must submit questions in writing no later than **5:00 PM PST, Monday February 1, 2010**. Questions received after the posted deadline will not be accepted nor responded to. Only written inquiries are permitted. Copies of all questions and answers will be distributed in writing to all parties who have officially requested the Application for Pre-qualification, unless the questions pertain to a specific scope of work. In the case of trade or scope specific questions, questions and answers shall be distributed to the applicants within the same trade and scope of work.

Questions should be submitted in writing, via e-mail or fax, to the District's Construction Manager

**Tahoe Forest Hospital District**  
**C/o Geney/Gassiot, Inc. – Construction Manager**  
**Attn: Nicole Parker – Contracts Administrator**  
**5521 West Fourth Street**  
**Reno, NV 89523**  
**775.747.2200 ph / 775.747.2227 fx**  
[nparker@geneygassiot.com](mailto:nparker@geneygassiot.com)

The District's Construction Manager representative will only respond to written inquiries. Under no circumstance should any prospective contractor or anyone receiving the Application for Pre-qualification, contact, discuss with, or inquire of any District agent, employee, or elected official on any matter relating to this application process. This requirement is to ensure that the same information is communicated to all parties and that no inconsistent, incomplete, or inaccurate information is transmitted separately.

## **F. Appeal Rights**

When a timely and completed application results in a rating below that necessary to pre-qualify, a contractor may request a hearing to appeal. To initiate an appeal, the contractor must put in writing a notice to the Tahoe Forest Hospital District of a request for a hearing to appeal the decision with respect to its pre-qualification rating. The notice of request for a hearing must be received in the District office noted below on or before 04/10/2010, as all requests must be received no later than ten business days prior to the closing time for receipt of bids for this public works project. All requests for an appeals hearing must be addressed as follows:

**Tahoe Forest Hospital District**

**Attn: Rick McConn – Chief, Facilities Development**

**Tahoe Forest Hospital System**

**10121 Pine Avenue**

**Truckee, CA 96161**

**CONFIDENTIAL – Bidder Pre-qualification Program**

**Time Sensitive Material**

Without a timely appeal, the Contractor waives all rights to challenge the decision of Tahoe Forest Hospital District, whether by administrative process, judicial process or any other legal process or proceeding. If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than five business days after Tahoe Forest Hospital District's receipt of the notice to appeal, and no later than 04/15/2010, five business days prior to the last date for the receipt of bids on the project.

The hearing shall be an informal process conducted by a panel to which the Tahoe Forest Hospital District has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the contractor will be advised of the basis for Tahoe Forest Hospital District's pre-qualification determination. The contractor may present oral and or documentary evidence refuting the pre-qualification determination and the reasons therefore. The contractor may be represented by a person of its choosing. The hearing shall not be conducted according to technical rules relating to evidence and witnesses applicable to judicial proceedings. Any relevant evidence, including hearsay, may be received and considered if it is the sort of evidence on which reasonable persons are accustomed to rely on in the conduct of serious affairs. The submission of documentary evidence is encouraged. The Appeals Panel shall have the power to limit oral testimony given at the hearing.

Within one business day after the conclusion of the hearing, the Appeals Panel will render its written decision and deliver a copy of the decision to the contractor, either personally, by registered mail,

certified mail, or, electronically, if requested in writing by the contractor. The determination of the Appeals Panel shall be final and without further recourse. It is the intention of Tahoe Forest Hospital District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

### **G. Submitting The Application**

Please complete all parts of the pre-qualification application and return one (1) original and two (2) copies with all attachments as required to the District. The package(s) should be submitted under seal and marked "CONFIDENTIAL-Bidder Pre-Qualification Package". Contractors may submit pre-qualification packages in person Monday – Friday (excluding holidays) from 9am-4pm. Mailed package(s) must be addressed as follows:

**Tahoe Forest Hospital District  
Attn: Rick McConn – Chief, Facilities Development  
Tahoe Forest Hospital System  
10121 Pine Avenue  
Truckee, CA 96161  
CONFIDENTIAL-Bidder Pre-Qualification Package**

**Application packages must be received at the Tahoe Forest Hospital District Facilities Development Office by 3:30 PM PST, Wednesday, February 10, 2010.** No fax or e-mail copies will be accepted. Submittals received after the specified time and date (including packages postmarked on February 10, 2010) **will not be considered and will be returned unopened to the sender. THIS SUBMISSION DEADLINE WILL BE STRICTLY ENFORCED.**

#### **4) PROJECT OVERVIEW**

*(SAMPLE ONLY- This information represents what a Project Overview/ Description may include).*

##### **Project Overview**

The proposed Cancer Center will be owned and operated by Tahoe Forest Hospital District and is located in the Town of Truckee south of Donner Pass Road, in between the intersecting streets of Pine Avenue and Levon Avenue. The project has been designed by FreemanWhite, Inc. and Geney/Gassiot, Inc. has been assigned as Construction Manager. The site will be unoccupied during construction.

##### **Project Description**

The proposed Cancer Center project at this site consists of a new free standing building including approximately a 19,000 SF first floor, an 11,000 SF second floor and a 10,000 SF mechanical penthouse. The Cancer Center building is a two story structure housing a diagnostic and treatment center, with a PET/CT Imaging System, and linear accelerator vault at the first level and shell space for future office space at the second level.

The scope of work includes demolition of an existing administration building of approximately 5,000 SF, utility infrastructure, on site improvements, landscaping, offsite parking improvements, and new construction of the Cancer Center Building. The building is designed as concrete slab on grade with structural steel skeletal, floor and roof construction with metal stud vertical infill. Emergency power, chilled water piping and hot water heating piping will be supplied to the building by an existing Central Plant facility.

## 5) **EVALUATION CRITERIA**

The District shall utilize a scoring system based upon the Department of Industrial Relations model to evaluate submitted applications. The following summarizes the criteria that will be considered and evaluated.

### **Qualifications will include:**

- Evaluation and verification the Contractor's history and current ability to secure Liability and Workers' Compensation insurance
- Evidence and history of proper licensing
- Ability to secure required bonding
- Financial ability
- History of litigation and claims; or other adverse actions
- Safety record

### **Experience to be evaluated will include:**

- History of firm/entity
- Organization of firm/entity
- Relevant experience of firm/entity
- Proposed management team for Project and proposed key personnel
- Experience of proposed key personnel to be assigned to Project
- Firm's experience in successfully completing public works projects of similar size, scope and complexity (see below)

### **Evaluation of Comparable Project Experience**

In addition to the above criteria, the contractor's 3 most recent projects, as listed in Part IV under the "References" section, will be evaluated for comparable project experience. A comparable project is defined as a project with four or more characteristics in common with the project for which this RFPQ is being solicited. A list of the desired characteristics that will be used in rating this section of the RFPQ is below.

## **Evaluation of Comparable Project Experience (continued from previous page)**

### Comparable Project Characteristics:

- New construction or renovation of a similar structure with total construction costs of at least \$4,000,000.
- Construction of a project under OSHPD regulation.
- Completion of site work, concrete construction, steel erection, and or installation of MEP systems in an occupied structure while maintaining the normal operations of an adjacent space.
- Experience working with government entities as owners, following requirements similar to the District’s requirements, including submittal, inspection and approval processes.
- Experience working under tight schedules. Perform duties off hours, multiple shifts, and coordination to efficiently accomplish a short schedule.
- Equivalent level of technical complexity in site and or concrete work, steel, mechanical, plumbing, or electrical, depending on contractor trade.

While it is not required that each of the 3 projects submitted in the “Recent Projects Completed” portion of this RFPQ demonstrate all of the following characteristics, they must each *individually* have at least four (4) of the characteristics listed above in common with the upcoming project. In addition, *as a group*, the projects should have 80% of the listed characteristics in common with the upcoming project to achieve a passable rating in this section.

## **6) THE QUESTIONNAIRE**

The application, as follows, contains the following parts:

- Part I – Company Information, Declaration, and Affidavit
- Part II – Essential Requirements for Qualification
- Part III – Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws
- Part IV – Organization’s Statement of Experience and Recent Construction Projects Completed
- Part V – Organization’s Financial Statements, Surety and Bonding Requirements, and Insurance Requirements
- Part VI – List of Required Attachments
- Part VII – Certification

Each part must be completed in its entirety to be scored. Required Attachments are further outlined in the section indicated above. An application is complete only if these attachments are included in the submitted packet.



**PART 1. COMPANY INFORMATION, DECLARATION AND AFFIDAVIT**

**Company Information**

Firm Name: \_\_\_\_\_ Check One:  Corporation  
(as it appears on license)  Partnership  
 Sole Proprietor

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If firm is not a corporation name the

Owner(s) of Company: \_\_\_\_\_

California Contractor's License Number(s) with Classifications:

License #	Classification	Expiration

**DECLARATION**

1. **Acknowledgement and Release**-By signature and date on this page, the contractor authorizes any financial institution, credit reporting agency and or service, legal firm or any other type of business, agency or individual named within this document to release to the Tahoe Forest Hospital District, and/or its designated representative, any and all information as that information relates, or could relate, to its ability to evaluate the background, stability and general worthiness of this contractor to perform current and or future construction activities if pre-qualified and awarded a contract by the District.

a. A photocopy of this document shall be deemed as valid as an original document.

b. This acknowledgement and release shall remain in effect until such a time as the contractor requests, in writing, that the District cease any attempt to evaluate it and its agents as a potential Pre-Qualified bidder for construction work on the Tahoe Forest Hospital District’s properties.

2. **Reserved Right**- The District reserves the right, for the sole purpose of evaluating a potential Pre-Qualification candidate (contractor), to make other inquiries as permitted by law. Furthermore, the District reserves the right to reject any or all Pre-qualification applications.

**AFFIDAVIT**

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

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Title)

## PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Please indicate, with a yes or no, if the statements below are true. Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is “no.”<sup>1</sup>

1. Contractor possesses a valid and current California Contractor’s license as required for the project or projects for which it intends to submit a bid.  
 Yes       No
2. Contractor has a commercial general liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$3,000,000 aggregate, or combination with an umbrella policy with a limit exceeding these requirements.  
 Yes       No
3. Contractor has attached current workers’ compensation insurance certificate (verification of required policy as required by the CA Labor Code) or has attached verification of being legally self-insured pursuant to Labor Code section 3700 et. seq.  
 Yes       No       Not Applicable-Contractor has no employees.
4. Contractor attached latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.<sup>2</sup>  
 Yes       No

**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**

5. Contractor has attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states contractor’s current bonding capacity is sufficient for the project for which pre-qualification is sought (if seeking pre-qualification for a single project only)?<sup>3</sup>  
 Yes       No

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

---

<sup>1</sup> A “no” answer to Question 4 will not be disqualifying if the contractor is exempt from complying with Question 4, for reasons explained in footnote 7.

<sup>2</sup> Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 per cent of the qualifying amount provided in section 14837(d)(1).” As of January 1, 2001, the qualifying amount is \$10 million, and 25 per cent of that amount, therefore, is \$2.5 million.

<sup>3</sup> An additional notarized statement from the surety may be requested by *Tahoe Forest Hospital District* at the time of submission of a bid, if this pre-qualification package is submitted more than 60 days prior to submission of the bid.

**Contractor will be immediately disqualified if the answer to any of questions 6, 7, 8 or 9 is “yes.”<sup>4</sup>**

6. Has your contractor’s license been revoked at any time in the last five years?  
 Yes       No
7. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five years?  
 Yes       No
8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?  
 Yes       No  
If the answer is “Yes,” state the beginning and ending dates of the period of debarment
9. At any time during the last five 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

---

<sup>4</sup> A contractor disqualified solely because of a “Yes” answer given to question 6, 7, or 9 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

**PART III. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

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

**For Firms That Are Corporations:**

1a. Date incorporated: \_\_\_\_\_

1b. State of Incorporation: \_\_\_\_\_

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 percent of the corporation’s stock.

Name	Position	Years with Company	% Ownership	Social Security #

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 percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

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

**For Firms That Are Partnerships:**

1a. Date of formation: \_\_\_\_\_

1b. Under the laws of what state: \_\_\_\_\_

1c. Provide all the following information for each partner who owns 10 percent or more of the firm.

Name	Position	Years with Co.	% Ownership	Social Security #

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 percent or more of its stock, if the business is a corporation.**

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

**For Firms That Are Sole Proprietorships:**

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 percent or more of its stock, if the business is a corporation.**

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

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

1a. Date of commencement of joint venture: \_\_\_\_\_

1b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of Firm	% Ownership of Joint Venture

**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 years?

**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

Yes       No

If "yes," explain:

---

---

---

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?

**NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

Yes       No

If "yes," explain:

---

---

---

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:

---

---

---

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

20\_\_  
20\_\_  
20\_\_

6. How many years has your firm been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ Years

7. Is your firm currently the debtor in a bankruptcy case?

Yes       No

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



8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7 above.)

Yes       No

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

**License Information – Pertaining to the license #s and classifications listed in the “Contact Information Section”**

9. List all California construction license numbers, classifications, and expiration dates of the licenses held by your firm (use additional paper if necessary):

License #	Classification	Expiration

10. If any of your firm’s license(s) are held in the name of a corporation or partnership, list below, the name(s) of the qualifying individual(s) who meet(s) the experience and examination requirements for each license.

<u>License #</u>	<u>Classification</u>	<u>Qualifying Individual</u>

11. Has your firm changed names or license numbers in the past five years?

Yes       No

If “yes,” explain:

---



---



---

12. Has any owner, partner or officer (for incorporated firms) of your firm operated a construction firm under any other name in the last five years?

Yes       No

If "yes," explain:

---

---

---

13. Has any license held by your firm and/or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes       No

If "yes," explain:

---

---

---

**Disputes – Any affirmative answers must be explained on a separate signed page as indicated.**

14. At any time in the last five years has your firm been assessed and/or paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

Yes       No

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

15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

**NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.**

Yes  No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes  No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project, and the basis for the finding by the public agency.

\* \* \* \* \*

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.**

17. In the past five years has any claim **against** your firm concerning your firm’s work on a construction project been **filed in court or submitted to arbitration?**

Yes       No

If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature 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).

18. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and **filed that claim in court or submitted to arbitration?**

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).

19. At any time during the past five years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm’s behalf, in connection with a construction project, either public or private?

Yes       No

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

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

Yes       No

If “yes,” explain on a separate signed page. Name the insurance carrier, the type of insurance, the year, and the reason for the refusal.

**Criminal Matters and Related Civil Suits**

21. Has your firm or any of its owners, partners, or officers (for incorporated firms) ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes       No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

22. Has your firm or any of its owners, officers, or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes       No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

23. 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,” identify on a separate signed page the person or persons convicted, the court (the county if a state court, the District or location of the federal court), the year and the criminal conduct.

**Bonding**

24. Bonding capacity

Per Part I, an original notarized statement from an admitted surety, authorized to issue bonds in California must be attached to this application. The statement must verify that your firm’s capacity to bond is sufficient for the project for which you are prequalifying and must state your current bonding capacity.

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

Name of surety agent, address and telephone number:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Yes       No

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

**C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

28. Has CAL OSHA cited and assessed penalties against your firm in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes       No

If “yes,” attach a separate signed page describing each citation, including date(s) of citation(s), nature of violations, the project on which the citation(s) was/were issued, and amount paid, if any in fines. If citation was appealed, state the case number and date of decision.

29. Has Federal OSHA cited and assessed penalties against your firm in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes       No

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

30. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes       No

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

31. Has your firm established in writing your company’s Safety Policy and Procedures?

Yes       No

If yes, can you make this policy and procedures manual available for review upon award of project?

Yes       No

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

---

33. List your firm's Experience Modification Rate (EMR) for each of the past three premium years:

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

Current year:                                      Previous Year:                                      Year prior to previous year

\_\_\_\_\_

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

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

Yes                       No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

35. Has there been more than one occasion during the last five years on which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

Yes                       No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

36. During the last five years, has there been more than one occasion in 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," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

37. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by *Tahoe Forest Hospital District*.

---

---

38. If your firm operates its own State-approved apprenticeship program: \_\_\_\_\_ **N/A**

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.
- (d) \_\_\_\_\_ # of individuals employed as apprentices

**Names of those individuals who have completed apprenticeships while employed:**

---

---

---

39. At any time during the last five years, has your firm been found in violation of any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes  No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

**PART IV. STATEMENT OF EXPERIENCE AND RECENT CONSTRUCTION PROJECTS COMPLETED**

**REFERENCES**

Provide information on your organization's 3 most recently completed (or currently in progress) projects that have been under OSHPD regulation. Also, information should demonstrate your company's specific project related experience as it compares to scope, size, and complexity of the Measure C Project for which this RFPQ is solicited, as this is also evaluated for comparable experience. **You will need to make three copies of this form.**

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

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

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

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

Owner address and current phone number:

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

Owner Project Manager: \_\_\_\_\_

Construction Manager or General Contractor : \_\_\_\_\_

CM or GC address and current phone number:

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

CM/GC Project Manager: \_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

**Provide description of scope of work as Comparable Project Experience will be evaluated.**

Please be specific as to square footage, type of project, specifying any relevant project complexities, mentioning work adjacent to existing sites/facilities that remained occupied and operational or other specifics that demonstrate relevant knowledge and expertise in your field. **(use a separate sheet of paper for each project).**



**Evaluation of Comparable Project Experience**

While it is not required that each of the projects submitted in the “Recent Projects Completed” portion of this RFPQ demonstrate all of the following characteristics, they must each *individually* have at least four (4) of the characteristics in common and *as a group*, they should have 80% of the listed characteristics in common, to achieve a passable rating in this section.

- New Construction or renovation of a similar structure with construction costs of at least \$4,000,000.
- Construction of a project under OSHPD regulation.
- Completion of site work, concrete construction, steel erection, and or installation of MEP systems in an occupied structure while maintaining the normal operations of the adjacent space.
- Experience working with government entities as owners, following requirements similar to the District requirements, including submittal, inspection and approval processes.
- Experience working under tight schedules. Perform duties off hours, multiple shifts, and coordination to efficiently accomplish an on time tight schedule.
- Equivalent level of technical complexity in site and or concrete work, steel, mechanical, plumbing, and electrical, depending on contractor trade.

**Project Management Expertise**

Provide a description of how your organization has managed, directed, or participated in projects similar in scope and size to the District’s Measure C Project for which this RFPQ is solicited. Indicate your organization’s management structure. Provide information on how schedules, costs, and quality are maintained throughout a project and how communications between the various stakeholders (owner, construction manager, project design consultants, and District officials) are managed to ensure project management requirements are met.

**Key Personnel**

Provide information on project management key personnel. Key personnel shall include principals or officers having overall project responsibility, as well as on site project manager(s), superintendent(s), project control engineer(s), and all others involved in the overall project management. Please attach a resume for all personnel that indicates relevant project experience, including management of projects under OSHPD regulations.

Title	Name	Yrs of Experience

## **PART V. ATTACHMENTS REQUIRED**

The following required attachments are to be filed with the District Request for Pre-qualification Application, in accordance with the Public Contract Code, for the aforementioned project. These requirements have been specified as required throughout this application. This section is meant to further define what is to be contained in the attachments and also to sum up the required documents that must be attached to the application.

Failure to provide all these attachments will be cause for disqualification status for this project.

- Attachment 1 – Financial Statement.** Required by Section III(c) – General Instructions. Additional Explanation below.
- Attachment 1A - Certificate of Accountant.** Required by Section III (d) General Instructions. Must be an original or notarized copy.
- Attachment 1B – General Statement of Bank Credit.** Further Explained in this section below.
- Attachment 2 – Notarized Statement from Bonding Company.** Required by Part II Question #5, and Part III Question #24. Must be an original notarized statement.
- Attachment 3 – Current Worker’s Compensation and General Liability Certificate(s)**
- Attachment 4 – Current Copy of Organization’s California Contractor’s License(s)**
- Attachment 5 – Certification declaring that the applying Organization has not had a surety company finish work on any project within the last five (5) years.**

## ATTACHMENT 1A - ORGANIZATIONS FINANCIAL STATEMENT

**Financial Statements and Supplemental Information are required to be included as part of the Pre-qualification Application. Information you must submit includes:**

- A. Full set of financial statements for your most recent three (3) complete fiscal years, accompanied by either an audit or review report by an independent Certified Public Accountant. ***Compiled or internally prepared financial statements will not be accepted.*** Statements, which are older than six (6) months, must be supplemented by internal financial statements, which update the information to no more than six (6) months from the date of submission of the RFPQ. Such statements must be prepared in accordance with generally accepted accounting principles (GAAP), including all required information disclosures.
- B. Letter from a financial institution in support of available lines of credit or other facilities, if you wish them to be considered in pre-qualification. Letter must be an original or a notarized copy.

## ATTACHMENT 2 - NOTARIZED STATEMENT FROM BONDING COMPANY

- A. Attach an original notarized statement from the bonding company your firm proposes to use indicating its commitment to provide a Bid Bond and a Performance and Payment Bond for the full amount of the contract for the project named in this RFPQ.
- B. Statement must also confirm the firm's current bonding capacity.

## ATTACHMENT 3 - INSURANCE REQUIREMENTS

Each policy of insurance carried by the successful bidder for this project shall be issued by an insurance company licensed to do business in the State of California with a rating of "A" or better and a financial size category of "V" or better according to the latest edition of "Bests".

- A. Attach a notarized statement from the Worker's Compensation carrier specifying organization's current Experience Modification Rating for Worker's Compensation in the State of California.
- B. Attach certificates of insurance for both General Liability and Worker's Compensation verifying insurance coverage.
- C. Attach a list of Worker's Compensation Carrier's utilized by your firm for the last 5 years.

**PART VII. CONTRACTOR CERTIFICATION OF PRE-QUALIFICATION QUESTIONNAIRE.**

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

Dated \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Title

# SECTION 6 – EVALUATION AND SCORING

---

## **District Scoring System – Introduction**

The District’s method of evaluating pre-qualification status is in large part based on the Department of Industrial Relation’s (DIR) Scoring System Model. The DIR model is the industry standard for pre-qualification and has been prepared in accordance with applicable law.

The District has decided to use the DIR system of scoring the largest three categories of questions as detailed in this section below. Use of this system shall ensure a uniform evaluation process for all contractors. Only firms that meet all of the criteria as outlined in this evaluation procedure will be eligible for pre-qualification status. A summary of the scoring system shall be made available to the contractors in the application packet for their information and review.

Please note that a portion of “Part 4 Recent Projects Completed” is not scored based on the DIR Scoring Model. For the portion titled “Comparable Project Experience” the District will review the contractor’s past project history for comparable project experience, giving favorable ratings to those who demonstrate both a knowledge for and successful completion of projects with similar characteristics. This is rated by comparing the major characteristics of the projects completed to the major characteristics of the project being solicited. The major characteristics used to evaluate comparability are listed in the application and available to the contractor for review. This portion of the evaluation process must be tailored to be specific to the project that the RFPQ is solicited for each time the process begins. Further explanation of the criteria and scoring system for this part of the evaluation process is included below.

## **Prior to Scoring the Application**

When an application is received, the District representative should first make certain that the packet is complete by reviewing the documents, ensuring all questions have been answered and all required attachments are included. The District representative should further verify: 1) The attachments meet the requirements set forth in Part V; 2) that the contractor holds a valid license in the trade for which the contractor intends to pre-qualify; and 3) that there are no adverse actions associated with the contractor’s license. This can be done by checking the California State License Board website at [www2.cslb.ca.gov](http://www2.cslb.ca.gov). Lastly, the representative shall screen the application for answers that immediately disqualify the applicant (Part II Essential Requirements). Addressing these issues immediately upon

receipt will act as a screening process for the District and help to save time and resources.

## **Disqualification of the Applicant**

Should it be determined that the contractor has a) not completed the application in its entirety, b) is disqualified due to failure to meet Part II. Essential Requirements or c) the District evaluation process determines that the contractor's score on the pre-qualification application is below the necessary score to pre-qualify, the District shall notify the contractor, in writing, of the disqualification status and of the appeals process.

Note: If the contractor is disqualified for failure to provide a complete application timely, there is no appeal available. Per District policy, only when a timely and completed application results in a rating below that necessary to pre-qualify can an appeal be made.

## **Verification of Questionnaire Responses**

Once the District representative has determined that the application is complete and there is no reason for immediate disqualification, then the next step would be to verify the questionnaire responses. In general, the District will take the answers given on the questionnaire at face value and will not require all information to be confirmed. But, there is some information that must be verified on all applications such as insurance, license, and corporate history responses. The items that should be verified are listed with the corresponding question numbers listed below. The sources available for verification of the answers are included in this manual in the section titled "Sources for Verification of Information Given by Contractors". Most of the questions that have verifiable answers are in Part III- Organization, History, Organizational Performance, Compliance with Civil and Criminal Laws. The District representative should use his or her own discretion in determining which additional answers may need to be verified, with specific attention paid to answers regarding structure, officers, and history, noting any irregularities or vague responses. If there are notable irregularities, then the entire questionnaire should be verified for accuracy.

### **Questions that should be verified are:**

- **Contractor's License Information** – Part II, Questions 1 and 6; Part III, Questions 9-13
- **Insurance Information** – Part II, Questions 2 and 3, Part III, Questions 20-21 and 33-34.
- **Business Structure**- Part III, Question 1 (Contractor need only complete the portion of section 1 that corresponds to the firm's organization and type of structure).

Once it is determined that the verifiable responses have been checked and the bulk of the additional responses are consistent, then the representative can make the decision to move onto the scorable portion of the evaluation.

## **A List of Scorable Questions and Scoring Instructions**

When evaluating and scoring an application, one must consider that not all questions in the questionnaire are scorable; some questions simply ask for information about the contractor firm's structure, officers, and history. This section refers to only those questions that are "scorable". The question numbers in this document correspond with the numbers used in the questionnaire. Thus, the questions included here begin with **Part III** question number 6 and there are a few breaks in the numerical sequence from there.

The questions with point values arise in three different areas within the application:

- Part III Section B., History of the business and organizational performance;
- Part III Section C, Compliance with occupational safety and health laws, workers' compensation and other labor legislation; and
- Part IV References, Statement of Experience and Recent Projects Completed.

In addition to scoring questions based on specific answers, interviews will be conducted by the District of the project managers that worked on the projects listed in Part IV, Statement of Experience and Recent Projects Completed. In a pre-qualification procedure for a single project, this last category would also include a comparison of the number of characteristics of recently completed projects to the characteristics of the project for which pre-qualification is solicited. However, scoring linked to the similarity of past projects would **probably not be plausible or useful** to the public agency as part of a procedure to pre-qualify contractors for an extended period (i.e. an annual pre-qualification).

**\*Part II. Essential Requirements for Qualification is not a section that will be scored because a "No" to questions 1-5, or a "Yes" to questions 6-9 results in immediate disqualification.**

### **The Minimum Scores Needed for Pre-qualification**

To pre-qualify, a contractor will be required to have a passing grade within each of the three large categories referred to above. The minimum passing score for each of the first two categories is as follows:

- For Part III Section B, "History of the business and organizational performance", a passing score of **57 points out of a maximum 76 points** is required.
- For Part III Section C, "Compliance with occupational safety and health laws, workers' compensation, and other labor legislation", a passing score of **38 points out of a maximum 53 points** is required

Scoring Part IV, "Statement of Experience and Recent Projects Completed", is a little more complex. As noted above, this section includes a series of reference interview questions, and may also include a



score based on project specific characteristics in common with the project coming up for bid. The scoring of this section is further described in the section below titled “Scoring Part IV”. To summarize the minimum passing score for this section, the District shall allow a **maximum score of 120 points** for each interview, with the minimum passing score being at least **72 points on each individual interview and a combined score of 120 points for both.**

### **How to begin scoring**

The questions in Part III Section B, “History of the business and organizational performance,” and Part III Section C, “Compliance with Occupational Safety and Health Laws, Workers’ Compensation, and Other Labor Legislation” are scored by assessing the points indicated under each question with a point value below. The District representative scoring the application should use a scoring tally sheet template to score each of these sections. At the end of the first section, if the contractor meets the minimum score ascribed to that section, then the representative should proceed to next section for scoring. The contractor must pass each section individually.

### **Scoring Part IV, Statement of Experience and Recent Construction Projects Completed**

Part IV, “Statement of Experience and Recent Construction Projects Completed”, is the most difficult section to score. As mentioned above, this portion of the application is based on performance and experience. The District will use the DIR’s Model Interview Questions and Rating System, further described later in this section, to tally the initial project performance rating and score. The initial score for this section will come from interviewing project managers from at least 2 of the 3 references listed in the “Recent Projects Completed” section. The interview questions allow qualitative review of work performance for contractors who choose to bid and pre-qualify for public works contracts.

In each question, the person being interviewed is asked to rate a certain aspect of the contractor’s performance, using a scale of 1 to 10. The highest possible score is 120 points for each interview. A score of less than 55 points on a single interview disqualifies the contractor from bidding on the project for which an RFPQ is solicited. A score of 72 points or more on each interview is sufficient for a contractor to qualify on this portion of the pre-qualification process. If the scores resulting from an interview are between 55 and 72, the District will conduct another interview to collect additional information. The minimum interview score applies to this interview as well.

Due to the probability that scores given to interview answers may be challenged in an appeal, the District representative should ask the person being interviewed for specific information or details, to explain or substantiate the numerical answer given and take written notes of the information provided. Once the interview portion is complete and the contractor passes the section with the minimum scores ascribed above, then the District shall initiate rating the contractor’s project experience.

### **Project Experience Scoring**

Before an RFPQ solicitation is announced, the District will draft a list of the current project's specific characteristics which will be used to evaluate comparable project experience when measured against the characteristics of the contractor's 3 recently completed projects. The contractor passes this section if there are at least 4 characteristics in common on each of contractor's recently completed projects with the list of characteristics drafted for the project coming up for bid. The contractor will also be required to have at least 80% of the characteristics present in the combined total of past project experience. This will be the last and final evaluation of the contractor's pre-qualification status rating.

### **Total Application Scoring and Pre-qualification**

To achieve pre-qualification, the contractor must have met the minimum score required for each application section. A higher score in Part III Section C cannot be combined with a score below minimum in section A to achieve pre-qualification status.

## Scoring

### Scoring Part III, Section B-Questions about History of the Business and Organizational Performance

(16 questions) – Scoring begins with Part III. Question # 6.

6. How many years has your organization been in business in California as a contractor under your present business name and license number? \_\_\_\_\_ years  
**3 years or more = 2 points**  
**4 years = 3 points**  
**5 years = 4 points.**  
**6 years or more = 5 points**
7. Is your firm currently the debtor in a bankruptcy case?  
 Yes       No  
**No = 3 points Yes = 0 points**
8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7 above.)  
 Yes       No  
**No = 3 points Yes = 0 points**
13. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?  
 Yes       No  
**No = 5 points Yes = 0 points**
14. At any time in the last five years, has your firm been assessed and paid liquidated damages after completion of a project, under a construction contract with either a public or private owner?  
 Yes       No  
**No projects with liquidated damages of more than \$50,000, or one project with liquidated damages = 5 points.**  
**Two projects with liquidated damages of more than \$50,000 = 3 points**  
**Any other answer= no points**
15. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?  
 Yes       No  
**No = 5 points Yes = 0 points**
16. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?  
 Yes       No      **No = 5 points Yes = 0 points**

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

Yes       No

***If the firm's average gross revenue for the last three years was less than \$50 million, scoring is as follows:***

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

***3 points for "Yes" indicating 2 such instances.***

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

***If your firm's average gross revenue for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.***

***3 points for "Yes" indicating either 4 or 5 such instances.***

***0 points for "Yes" if more than 5 such instances.***

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

Yes       No

***If your firm's average gross revenues for the last three years was less than \$50 million scoring is as follows:***

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

***3 points for "Yes" indicating 2 such instances.***

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

***If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.***

***3 points for "Yes" indicating either 4 or 5 such instances.***

***0 points for "Yes" if more than 5 such instances.***

19. At any time during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

Yes       No

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

***3 points for "Yes" indicating no more than 2 such claims***

***Subtract five points for "Yes" if more than 2 such claims***

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

Yes       No

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

**3 points for "Yes" indicating 2 such instances.**

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

21. Has your firm or any of its owners, partners, or officers 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

**No = 5 points Yes = subtract 5 points**

22. Has your firm or any of its owners, officers, or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes       No

**No = 5 points Yes = subtract 5 points**

23. Has your firm or any of its owners, officers, or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes       No

**No = 5 points Yes = subtract 5 points**

### **Bonding**

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

**5 points if the rate is no more than one per cent**

**3 points if the rate was no higher than 1.10 %**

**0 points for any other answer.**

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

Yes       No

**No = 5 points Yes = 0 points**

***STOP HERE – The Contractor Score for the previous questions must total a minimum of 57 points out of a possible 76. If the score total is greater than or equal to 57, proceed to Section III below.***

**Scoring Part III Section C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety**

(11 questions) – Scoring begins with Part III. Section (C) Question # 28.

28. Has CAL OSHA cited and assessed penalties against your firm in the past five years?

Yes       No

***If the firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:***

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

***3 points for "Yes" indicating 2 such instances.***

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

***If the firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.***

***3 points for "Yes" indicating either 4 or 5 such instances.***

***0 points for "Yes" if more than 5 such instances.***

29. Has Federal OSHA cited and assessed penalties against your firm in the past five years?

Yes       No

***If the firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:***

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

***3 points for "Yes" indicating 2 such instances.***

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

***If the firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.***

***3 points for "Yes" indicating either 4 or 5 such instances.***

***0 points for "Yes" if more than 5 such instances.***

30. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

Yes       No

***If the firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:***

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

***3 points for "Yes" indicating 2 such instances.***

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

***If the firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.***

***3 points for "Yes" indicating either 4 or 5 such instances.***

***0 points for "Yes" if more than 5 such instances.***

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

***3 points for an answer of once each week or more often.***

***0 points for any other answer.***

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

***5 points for three-year average EMR of  $\leq .95$***

***3 points for three-year average of EMR > than .95 but not > 1.00***

***0 points for any other EMR***

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

Yes       No

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

***0 points for any other answer.***

35. Has there been more than one occasion during the last five years on which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

Yes       No

***If your firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:***

***4 points for either "No" or "Yes" indicating either 1 or 2 such instances***

***3 points for "Yes" indicating 3 such instances.***

***0 points for "Yes" and more than 3 such instances.***

***If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***4 points for either "No" or "Yes" indicating no more than 4 such instances.***

***3 points for "Yes" indicating either 5 or 6 such instances.***

***0 points for "Yes" and more than 6 such instances.***

36. During the last five years, has there been more than one occasion in 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 your firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:***

***5 points for either "No," or "Yes" indicating either 1 or 2 such instance.***

***3 points for "Yes" indicating 3 such instances.***

***0 points for "Yes" and more than 3 such instances.***

***If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating no more than 4 such instances.***

***3 points for "Yes" indicating either 5 or 6 such instances.***

***0 points for "Yes" and more than 6 such instances.***

37. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by *Tahoe Forest Hospital District*.

***5 points if at least one approved apprenticeship program is listed.***

***0 points for any other answer***



38. If your firm operates its own State-approved apprenticeship program:
- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
  - (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
  - (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.
  - (d) \_\_\_\_\_# of individuals employed as apprentices

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

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

39. At any time during the last five years, has your firm been found in violation of any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?
- Yes       No

***If your firm's average gross revenues for the last three years was less than \$50 million, scoring is as follows:***

***5 points for either "No," or "Yes" indicating either 1 or 2 such instance.***

***3 points for "Yes" indicating 3 such instances.***

***0 points for "Yes" and more than 3 such instances.***

***If your firm's average gross revenues for the last three years was more than \$50 million, scoring is as follows:***

***5 points for either "No" or "Yes" indicating no more than 4 such instances.***

***3 points for "Yes" indicating either 5 or 6 such instances.***

***0 points for "Yes" and more than 6 such instances.***

***STOP HERE – The Contractor Score for Section III (beginning with question #28) must total a minimum of 38 points out of a possible 53. If the score total is greater than or equal to 38, proceed to Section IV below.***

## **Scoring Part IV. Questions concerning recent construction projects completed:**

For this section there are 11 interview questions asked of the project manager(s) that represent either the owner or the general contractor on the project they list as a reference. In addition to the interviews, the ‘Comparable Project Experience’ is rated here.

### **Model Interview Questions-To score project performance**

The following questions will be used to interview randomly selected contacts, a project manager or other representative of the owner or general contractor, from at least two completed projects. A District representative will conduct the interviews. No action on the contractor’s part is necessary.

The highest possible score is 120 Points for each interview. A score less than 55 points for a single interview disqualifies a contractor from prequalification status and bidding on the current project. A score between 55 and 72 indicates the District should conduct an additional interview of another contact, that is, a project manager of another completed project. A score of 72 or higher on each of two interviews is sufficient for pre-qualification.

The District representative should follow these questions exactly in each interview. This ensures that answers are rated consistently. The scoring information is in bold.

Interviewer should first ask the contact to give a brief description of the project.

1. Are there any outstanding stop notices, liens, or claims by the contractor that are currently unresolved on contracts for which notices of completion were recorded more than 120 days ago? **(1 point for each is deducted from overall score; maximum amount to be deducted is 5 points)**
2. On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel? **(Max. 10 points)**
3. On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision? **(Max. 10 points)**
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? **(Max. 10 points)**
5. On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? **(Max. 10 points)**
6. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your [agency]/[business] approved? **(Max. 10 points)**
7. Was the project completed on time? **(10 points if the answer is “Yes”)**.  
If the answer is “no,” on a scale of 1-10, with 10 being the best, to what extent was the contractor responsible for the delay in completion? **Deduct points for the level of responsibility the contractor had for the delay.**
8. On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of reasonable cost and time estimates to perform change order work. **(Max. 10 points)**
9. On a scale of 1-10, with 10 being the best, rate the contractor on how well the contractor performed the work after a change order was issued, and how well the contractor integrated

the change order work into the existing work. **(Max. 10 points).**

10. On a scale of 1-10, with 10 being the best, rate how has the contractor been performing in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? **(Max. 10 points)**
11. On a scale of 1-10, with 10 being the best, rate the contractor on whether there were an unusually high number of claims, given the nature of the project, or unusual difficulty in resolving them. **(Max. 10 points)**
12. On a scale of 1-10, with 10 being the highest, rate the contractor with respect to timely payments by the contractor to either subcontractors or suppliers. **(If the person being interviewed knows of no such difficulties, the score on this question should be “10.”)**
13. On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall? **(Max. 10 points)**

**Evaluation of Comparable Project Experience** -Scoring this section of the application is based on whether the firm meets the required number of characteristics in common with the upcoming project, both per project referenced and in aggregate.

While it is not required that each of the projects submitted in the “Recent Projects Completed” portion of this RFPQ demonstrate all of the following characteristics, they must each *individually* have at least four (4) of the characteristics in common and *as a group*, have 80% of the listed characteristics in common, to achieve a passable rating in this section.

- New construction or renovation of a similar structure with construction costs of at least \$4,000,000.
- Construction of a project under OSHPD regulation.
- Completion of site work, concrete construction, steel erection, and or installation of MEP systems in an occupied structure while maintaining the normal operations of the adjacent space.
- Experience working with government entities as owners, following requirements similar to the District requirements, including submittal, inspection and approval processes.
- Experience working under tight schedules. Perform duties off hours, multiple shifts, and coordination to efficiently accomplish an on time tight schedule.
- Equivalent level of technical complexity in site and or concrete work, steel, mechanical, plumbing, and electrical, depending on contractor trade.

### **Selection of the Interviewer:**

- (a) The District shall appoint an interviewer who is at least moderately well informed about public works construction.
- (b) The interviewer should be unbiased during the interview; this is to ensure accurate implementation of the interview questions.
- (c) The interviewer should not use examples or deviate from the questions unless the person being interviewed is unclear and prompts further explanation. The interviewer should offer additional explanation of the questions only if he/she is sure of the intent of the question in the interview.

### **Locating the respondent to interview:**

- (a) The interviewer should attempt to contact a project manager of a past project for the interview. The interviewer should be aware that for one interview to be completed there may be a need to interview multiple individuals. That is, the interviewer may have to contact multiple individuals, such as the project manager concerning the building process, and a financial manager for warranty items, assessed liens, and the like.
- (b) Once reached, the interviewer should review the information contained in the questionnaire of the past project with the project manager. That is, review who is being interviewed and why (purposes of pre-qualifying for public works), the past project type, completion date, and other pertinent information to ensure that the project manager is sure of the project he/she is asked to review.

### **Interview Length:**

- (a) The interview should take 8-12 minutes, under normal circumstances.
- (b) The interviewer, when contacting the project manager, should convey the expected time which it takes to conduct the interview. This is to ensure the individual is not discouraged from taking part in the interview

### **Conducting the interviews:**

- (a) The interview should examine at least two separate past projects listed in the questionnaire.
- (b) After the interview is scored, the interviewer should compare the interview score with the same contractor's score on the written questionnaire. If the ratings (overall scores) are far apart, the interviewer should conduct at least one or two more interviews (at the interviewer's discretion) to determine how past performance should be weighted.
- (c) While conducting the interview, the interviewer should be consistent with the way the questions are presented. That is, if the interviewer changes the way questions are presented during the review, it could potentially change the way the respondent answers the questions and jeopardize the overall

scoring.

# SECTION 7 - SELECTION OF PREQUALIFIED CONTRACTORS

---

## **After Scoring the Application**

Once the District has verified that an application is complete, the answers are accurate, and the scoring is complete, the District adds up each scoring section. The contractor must meet each section's required minimums to achieve pre-qualification status.

## **Disqualification**

If it has been determined during the scoring process that a contractor does not meet the standards for pre-qualification, then a notice of disqualification sent via US Mail. The reason for the disqualification should be stated clearly in the notice. If time permits and the contractor need only provide specific information to merit reconsideration, that information will be detailed in the notice.

It also must be determined by the District whether or not this contractor can apply for pre-qualification status on future projects. This information will be included in the disqualification notice. It is within the District's right disallow a previous applicant pre-qualification on future projects.

When sending the notification of disqualification, the District representative shall include information on the Appeals process.

## **Pre-qualification of Applicant**

If it is determined that the applicant meets the required standards for pre-qualification, a notice will be sent via US Mail, as well as posted in a public announcement.

# SECTION 8 - APPEALS PROCESS

---

## **Appealing a Status of Disqualification**

When a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. To initiate an appeal, the contractor must put in writing a notice to the Tahoe Forest Hospital District of a request for a hearing to appeal the decision with respect to its pre-qualification rating. The notice of request for a hearing must be received in the District office as noted no later than ten business days prior to the closing time for receipt of bids for the public works project. All requests for a hearing to appeal must be addressed as follows:

**Tahoe Forest Hospital District**

**Attn: Rick McConn – Chief, Facilities Development**

**Tahoe Forest Hospital System**

**10121 Pine Avenue**

**Truckee, CA 96161**

**CONFIDENTIAL – Bidder Pre-qualification Program**

**Time Sensitive Material**

If the Contractor gives the required and timely notice of appeal and requests a hearing, the shall be conducted so that it is concluded within five business days after Tahoe Forest Hospital District's receipt of the notice to appeal, and no later than five business days prior to the last date for the receipt of bids on the project. The hearing shall be an informal process conducted by a panel to which the Tahoe Forest Hospital District has delegated responsibility to hear such appeals (the "Appeals Panel"). At or prior to the hearing, the Contractor will be advised of the basis for Tahoe Forest Hospital District's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. The Appeals Panel will render its decision within 24 hours of the appeal hearing. It is the intention of Tahoe Forest Hospital District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

*Note:* A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by Tahoe Forest Hospital District, or on all contracts to be let by Tahoe Forest Hospital District until the contractor meets Tahoe Forest Hospital District's requirements. In addition, the District may disqualify a contractor for either of the following reasons:

- (1) Omission of requested information or
- (2) Falsification of information
- (3) Failure to provide updated material or corrected information.