

County of San Mateo

Facilities Planning, Design & Construction Division

555 County Center

Redwood City, CA 94063



County Emergency Dispatch and Response Project (CEDAR)

Request for Design-Build Entity Qualifications

Issued: March 17, 2015

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I. GENERAL PREQUALIFICATION PROCESS AND REQUIREMENTS

A. GENERAL INFORMATION

- **Project:** County Emergency Dispatch and Response Project (CEDAR), may also be referenced as Emergency Management Center (EMC)
- **Location:** County of San Mateo Government Center, Redwood City
- **Owner:** County of San Mateo

B. PROCUREMENT METHOD

For this Project, the County is utilizing a Best Value Design-Build procurement process whereby the County will establish a stipulated sum for the Design-Build contract, currently estimated to be \$25 million. The actual stipulated sum shall be defined in the RFP.

C. DEFINITIONS

The following "terms" are used throughout this RFQ and are defined as follows:

- "Best Value" means the value determined by objective criteria that may include, but not be limited to, price, features, functions, life cycle costs, experience, and other criteria deemed appropriate by the County of San Mateo and their management team.
- "Design-Build" means a selection process in which both the design and construction of a project are selected from a single entity.
- "Design-Build Project" means a capital outlay construction project using the Design-Build project delivery method.
- Design Build Entity ("DBE") means a partnership, joint venture, corporation, or other legal entity that is able to provide appropriately licensed contracting, registered architectural, and licensed engineering services as needed.
- "RFP Design-Build Package" means the performance criteria, any concept drawings, the form of contract, and all other documents and information that serve as the basis on which proposals will be solicited from the Design-Build Entities.
- "Design-Build Team" means the Design-Build Entity itself and the individuals and other entities identified by the DBE as members of its team.

D. SELECTION PROCESS

The County is utilizing a two phased process for the identification and selection of the DBE for this Project.

Phase 1: Request for Qualifications (RFQ): Interested design-build entities shall submit a Statement of Qualifications (SOQ) as further defined in this RFQ. The SOQ's received in accordance with this RFQ will be reviewed and scored. A shortlist of what is anticipated

to be the top scoring three (3) firms will be allowed to participate in the Phase 2 Request for Proposal process.

Phase 2: Request for Proposals (RFP): The design-build entities that are shortlisted will be allowed to participate in Phase 2, and will receive the RFP. The RFP will be a detailed description of the County's expectations for the Project, including the Project's design and performance criteria, administrative details, known site conditions and other pertinent project information, as well as a sample of the Design-Build and PLA Agreements.

The County of San Mateo reserves the right to reject any or all responses received as a result of this solicitation process.

E. PROPOSAL MANAGER

Proposal Manager: Each design-build entity interested in submitting a SOQ submit shall designate one (1) Individual as its Proposal Manager who will be responsible for all communications with the County during the RFQ and RFP process. The design-build entity shall submit to the County a completed Identification of Design-Build Entity Proposal Manager form (Exhibit A).

***The Identification of Design-Build Entity Proposal
Manager form naming the Proposal Manager must be
received no later than 4:00 pm on April 6, 2015***

The design-build entities Proposal Manager shall be the single point of contact for questions, inquiries, clarifications, and correspondence during the entire RFQ and RFP process. Any substitution of design-build entities Proposal Manager during the RFQ and RFP processes shall be made in writing to the County as per the Identification of Design-Build Entity Proposal Manager form.

F. OBTAINING RFQ

Interested design-build entities may obtain the RFQ package, which contains the Identification of Design-Build Entity Proposal Manager form by downloading it from the County Website.

County Website: <http://publicworks.smcgov.org/public-works-projects>

G. MANDATORY RFQ BRIEFING CONFERENCE

A Mandatory RFQ Briefing Conference is scheduled for 10 a.m., Friday, April 3, 2015, at 455 County Center, Meeting Room 101 located on the first floor, Redwood City, CA 94063. The conference is intended to review the RFQ process, submittal requirements and prequalification evaluation criteria. Attendees will be allowed to ask questions at this conference. Oral responses given at this conference are not binding to the County. Only responses and

clarifications issued via formal written addenda shall be binding. All design-build –entities proposing are required to attend the Mandatory Briefing Conference. Attendance is limited to a maximum of five (5) representatives from each company, including subcontractors.

H. QUESTIONS PROCEDURE

Questions pertaining to this RFQ must be submitted in writing via e-mail to name and address found in the Contact and Submittal Information located at the end of this section. Please submit all questions by the deadline, stipulated in the Summary Schedule below. The County will provide written responses to all pertinent questions in the form of an Addendum.

Copies of all questions submitted by design-build entities, and subsequent answers will be distributed via written addenda, by email, on the date indicated in the Schedule Summary below to all Design-Build Entities that have submitted the identification of Design-Build entities Proposal Manager form and have attended the Mandatory Briefing Conference.

The County will also post addenda to the County website. Failure of a DBE to receive addendum shall not entitle the DBE to an extension of the schedule nor shall it permit the submission of any additional information after the deadline set forth in the schedule.

I. COMMUNICATION WITH THE COUNTY

Under no circumstances are any of the prospective design-build entities or anyone on the design-build entity teams to contact, discuss with, or inquire of any County consultant, employee, elected official or member of the RFQ/P Review Technical Advisory Committee on any matter relating to this solicitation process. This requirement is to ensure that the same information is received by all interested parties and no inconsistent, incomplete or inaccurate information is communicated. Information obtained outside this prequalification process cannot be relied upon.

Unauthorized contact of any individual as described above may be cause for rejection of the design-build entities Statement of Qualifications or Proposal. All inquiries concerning this solicitation shall be directed simultaneously to the contact persons shown below. **No telephone inquiries will be answered.**

J. CONTACT AND SUBMITTAL INFORMATION:

All Information requests and project submissions must be directed simultaneously to:

Doug Koenig	Dolores Montenegro
Deputy Director	Senior Project Manager
County of San Mateo Public Works	Kitchell CEM
555 County Center, Fifth Floor	555 County Center, Fourth Floor
Redwood City, CA 904063	Redwood City, CA 94063
E-mail: dkoenig@smcgov.org	E-mail: dmontenegro@kitchell.com

K. SUMMARY SCHEDULE

Phase 1: RFQ Process	Due Date	Due Time (PT)
County issue RFQ	March 17, 2015	
Submit Identification of DBE Proposal Manager	April 6, 2015	4:00 PM
Mandatory RFQ Briefing Conference	April 3, 2015	10:00 AM
Cut-off date for written questions from DBE's	April 6, 2015	5:00 PM
County distribute responses to written questions	April 9, 2015	5:00 PM
Statement of Qualifications submission Due Date	April 15, 2015	4:00 PM
Announce three highest scoring DBE's	April 24, 2015	4:00 PM

Phase 2: RFP Process	Due Date	Due Time (PT)
RFP issued to three highest scoring DBE's	April 28, 2015	

L. LATE PROPOSALS

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

EXHIBIT A

**County of San Mateo CEDAR Project
Redwood City, California**

Identification of DBE Proposal Manager

Name of DBE: _____

Proposal Manager: _____

Title: _____

Firm/Company: _____

Address _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

E-mail a copy of this form by March 24, 2015 at 4:00 p.m., simultaneously to:

Doug Koenig	Dolores Montenegro
Deputy Director	Senior Project Manager
County of San Mateo Public Works	Kitchell CEM
555 County Center, Fifth Floor	555 County Center, Fourth Floor
Redwood City, CA 904063	Redwood City, CA 94063
E-mail: dkoenig@smcgov.org	E-mail: dmontenegro@kitchell.com

Note: Any substitution of DBE's Proposal Manager during the RFQ and RFP process shall be made in writing to and approved by the County and shall subject the DB Entity to re-evaluation. Submit a written request for substitution to the persons indicated above.

II. PROJECT INFORMATION

A. PROJECT DESCRIPTION

This Project is funded through voter approved County of San Mateo Sales Tax Increase, Measure A (November 2012). The project is to be located within the County of San Mateo Government Center in Redwood City, California. The site is bounded by 455 County Center to the South, the County parking structure to the East, Winslow Street to the West and the driveway to the daycare center to the North. These adjacent facilities will remain occupied and operational during construction of the Project. Working within the County Government Center and adjacent to operating facilities will have specific requirements that will be detailed in the RFP.

The Project shall include, but not be limited to, the design and construction of a new County Emergency Dispatch and Response facility consisting of a new building of approximately 35,000 square feet that will house County essential services operations. The project will include, in addition to the building, all necessary demolition, site preparation, utilities, site work infrastructure, parking and landscaping required to provide a complete and functioning facility.

B. DBE RESPONSIBILITY OVERVIEW

The Design-Build Entity will be responsible for all applicable agency approvals including but not limited to planning, design, engineering, permits, construction, start-up and testing, coordination of commissioning by County's third party Cx agent, installation of furniture and equipment and activation coordination for the Project. The DBE will be responsible for all surveying and geotechnical investigation needed for the design of the project, environmental/hazmat, and existing utility and subsurface conditions investigations needed to confirm site conditions.

C. COUNTY CONSULTANTS

The County has retained the services of Kitchell CEM to provide Project Management services and MWA Architects as Bridging Architectural and Engineering consultant to assist the County in the preparation of the procurement documents and administration of the Project. The DBE will be expected to work collaboratively with the County's Bridging Architect and Project Manager.

Any consultant firms and/or individuals who are, or have been involved in the preparation of this RFQ and RFP or, who are employees of the Kitchell CEM or MWA Architect consultant teams will not be allowed to participate on any Design-Build team in any capacity on this Project.

The County may also retain additional consultants to assist with the Project as it deems necessary. The services performed by any County contracted consultants will not release the DBE's from its responsibility to provide code-compliant designs and construction nor will they release the DBE's from its responsibility to provide complete start-up and commissioning of all facility systems and elements.

D. LABOR COMPLIANCE

The successful DBE including the General Contractor and all subcontractors must comply with the provisions of State Senate Bill 854 (Stat. 2014, chapter 28), which became effective January 1, 2015. Including the following:

- 1) No contractor or subcontractor may be listed on a bid proposal for public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]
- 2) No contractor or subcontractor may be awarded a contract for public works on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- 3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

E. PROJECT LABOR AGREEMENT (PLA)

The County of San Mateo will have a PLA for this project. A copy of the PLA will be provided to the short listed design-build firms as part of the RFP process. The DBE, General Contractor, and all subcontract forces shall comply with the requirements set forth in the referenced PLA. Any costs for compliance with the PLA are to be included with the shortlisted DBE's proposal.

III. Statement of Qualifications (SOQ) INSTRUCTIONS AND SUBMITTAL REQUIREMENTS

A. GENERAL

The General Contractor (if separate entity from Design-Builder), the Architect of Record and Design Architect (if separate entity from the AOR) will not be allowed to participate in any capacity as a member of more than one Design-Build team. There are no such participatory restrictions on other team members.

Design-Build team members listed in response to the RFQ are expected to be listed by the DBE in their Request for Proposal Design-Build Entities must submit requests to substitute team members for good cause to the County in writing for approval. Design-Build team member substitution requests may cause the County to re-evaluate a DBE's being short listed and may cause the County to rescind a DBE's invitation to participate in the RFP process and offer an invitation to participate in the RFP process to another DBE.

The Phase 1 evaluation criteria to prequalify prospective design-build entities shall consist of two (2) parts:

- PART A – QUESTIONNAIRE
- PART B – EXPERIENCE

B. PART A – QUESTIONNAIRE INSTRUCTIONS

Design-Build Primary Team: Each responding design-build entity must submit qualifications for the DBE, a General Contractor properly licensed (Class B) in California, as well as an Architect, properly registered / licensed in California. If the DBE and the General Contractor are the same entity only one Questionnaire for Part A Section I and Part A Section III is required. The DBE's Architect shall be required to complete the design and serve as the Architect of Record for the Project. If the DBE intends to have a separate Design Architect in addition to the Architect of Record, the design-build entity must also submit qualifications for the Design Architect.

DBE's must complete and submit qualifications regarding their Primary Team as described in the attached PART A Questionnaire consisting of the following four (4) Sections:

- Section I: **Identification of DBE and Primary Team Members – Not Scored**
- Section II: **Essential requirements for the DBE – Pass/Fail**
- Section III: **Questions for DBE Primary Team Members - Scored**
- Section IV: **Financial Questions for the Design Builder - Scored**

If the information requested for the DBE, General Contractor, Architect of Record, and Design

Architect is not provided in accordance with the requirements of Part A Sections I or if the DBE receives a "Fail" grading in Section II, then the DBE will receive a score of "Fail" and no further scoring of Part A will be made.

Each of the DBE's Primary Team Members (DBE, General Contractor, Architect of Record and Design Architect) must complete and sign a certification form included in the Part A Questionnaire.

C. PART B – EXPERIENCE INSTRUCTIONS

Each design-build entity submitting qualifications shall provide evidence that establishes the design-build entity and its primary team members have completed or demonstrate the capability to complete projects of similar size, scope, schedule and complexity and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the Project.

The design-build entity and its primary team members' experience will be evaluated for the relative merit and responses to the following sections:

Section I - Narrative and Organization Chart: The information requested in this section is intended to provide the selection team an understanding of the DBE's staffing rationale and how they propose to organize their team to successfully execute the project.

The DBE shall describe why this particular team has been assembled for this particular Project. List proposed key DBE personnel that will be assigned to and responsible for completion of the work on this Project and indicate their roles and responsibilities. Include an organization chart (or charts) for design and construction operations primary team members as identified in Item 2 Personnel Resumes below. The Narrative and Organization Chart shall be limited to three (3) pages. A folded 11 x 17 sheet may be used for the organization chart and will count as one page.

Section II - Personnel Resumes: The information requested in this section is intended to allow the selection team to evaluate the experience and skills of the Key Personnel on the DBE's team and assess their ability to successfully execute the design and construction of the Project. Certain key resumes will have a higher scoring weight than others as noted in the required resume listing below.

Submit resumes of key personnel who will be assigned to this Project and who will contribute a significant effort to its design and construction. Clearly identify experience demonstrated by projects on similar size, scope, schedule and complexity to the Project including experience with **essential services facilities, public safety answering points (PSAP), 911 dispatch centers, emergency operations centers, and communication**

facilities, facilities constructed in urban settings, complex building types and experience on design-build projects. Projects completed by key personnel while employed for other firms may be listed but must be so identified. Identify significant experience or attributes which will be useful on this Project. Personnel resumes shall be limited to two (2) pages in length for each resume and must respond to each line item contained on the resume template attached.

Resumes will be required for the following team members at a minimum:

- a. DBE:
 1. Project Executive (Prime contracting authority)
 2. Design Principal
 3. General Construction Principal
 4. **DBE Project Director (Primary point of contact)**
- b. Design Team:
 1. **Design Project Manager**
 2. **Architect of Record**
 3. **Design Architect (if not AOR)**
 4. **Project Architect**
- c. Construction Team:
 1. **Project Manager**
 2. **Design Manager**
 3. **General Superintendent**
 4. **MEP Superintendent**
 5. Quality Control Manager
 6. Project Controls Manager
 7. Safety Manager

*Please Note: Additional Team member resumes may be submitted for clarity of team composition, only the resumes for the positions noted above will be scored. **Additional scoring weight will be given to positions identified above in bold.***

Section III - Project Profiles: The information requested in this section is intended to permit the selection team to review experience and actual results of the teams and team member's ability to successfully design and construct projects similar in nature and complexity to the Project.

The Contractor, Architect of Record and Design Architect (if not the AOR) shall provide design or construction project profiles for a maximum of five (5) independent projects each having been completed within the last 10 years or are currently under construction and at least 50% completed. Project Profiles shall be limited to two (2) pages in length for each project and must respond to each line item contained on the project profile template attached.

Projects are to demonstrate the team's design and construction experience on similar projects in terms of significant new construction, critical schedules, complexity, scope, function, size, cost control, dollar value, and design-build experience.

A. Design Experience:

The DBE shall submit a maximum of five (5) project profiles representative of the AOR's ability to design projects of similar size, scope, character and complexity to this Project.

- At least two (2) of the projects must be in California.
- All projects must have been completed within the last ten (10) years or are currently under construction and at least 50% complete.
- At least two (2) projects must have a construction cost in excess of \$25 million dollars.
- At least two (2) projects must have utilized the Design-Build delivery method.

If the Design Architect is not the AOR a maximum of 5 additional project profiles representative of the Design Architect's ability to design projects of similar size, scope, character and complexity to this Project may be submitted. The additional profiles shall be scored and the average of the AOR and Design Architect scores utilized in establishing a score for this section.

B. Construction Experience:

The General Contractor shall submit a maximum of five (5) project profiles representative of the General Contractor's ability to provide construction of projects of similar size, scope, character and complexity to this Project.

- At least two (2) of the projects must be in California.
- All projects must have been completed within the last ten (10) years or are currently under construction and at least 50% complete.
- At least three (3) projects must have a construction cost each in excess of \$25 million dollars.
- At least three (3) projects must have utilized the Design-Build delivery method.

For each project, complete the Project Profile Template attached. Each profile is limited to two (2) pages and must include a response to all line items of the template for each project presented. Additional information, photos and other graphic materials may be included. Include a narrative addressing the salient features for each project and a brief statement indicating the relevance of the referenced project to this Project. Indicate the degree of involvement by key construction personnel being proposed for this Project.

Section IV - Working Relationship Matrix: The information requested in this section is intended to provide the selection team an understanding of the proposed members' experience and ability to function as a team at the outset of the project due to prior existing working relationships established on previous projects.

The DBE shall select up to ten (10) projects from the Project Profile Templates submitted and list them on the Working Relationship Matrix provided in Part B. For each position listed on the Matrix indicate whether the firm or a key individual being proposed for this Project had a significant role in the project's success by placing a "mark" in the appropriate box.

Section V - Project References: The information requested in this section is intended to permit the selection team to validate actual performance of the firm and/or individual team members on a given project. List on the Project Reference Template form each project for which a Project Profile Template is being submitted under Section III. For each project listed identify the Project Name, Firm Name, and Owner Contact Name along with Contact's Title, Phone Number, E-mail Address and Relationship to the Project. The Owner Contact should be someone intimately familiar with the firm's involvement in the listed project.

The County intends to contact those individuals listed as references by the DBE team members and points will be assigned based upon verification that the DBE's characterization of its involvement in the project is accurate and their overall assessment of the quality of the services provided, specifically including design of the facility to meet its intended purpose, function of the facility, project management, cost of the facility in relation to budget, schedule control, quality, and commissioning.

It is the DBE's responsibility to verify that all references listed can be reached by telephone. **If a reference cannot be located based upon the information provided by the DBE, then the County will not score the listed project for this Section.**

The County, at its sole discretion, may choose to contact other references including owners listed on the project profiles presented in the DBE's Statement of Qualifications.

Section VI - Project Management Approach: The information requested in this section is intended to provide the selection team an understanding of how the DBE intends to manage the design and construction of the project and why their specific approach is best suited to achieve success on the project.

Describe the DBE's approach to managing this Project and include the DBE's philosophy and methodology regarding design-build. This section is limited to eight (8) pages. The

DBE shall demonstrate its understanding of how the design-build process will achieve best value for County of San Mateo by describing how successful delivery strategies and lessons learned on previous similar projects will be utilized on this project to achieve best value and timely project delivery. The DBE shall also discuss their process and procedures for integrating the County stakeholders in the design-build process throughout design and construction and to ensure the stakeholder critical features are incorporated in the Project.

D. SOQ SUBMITTAL REQUIREMENTS

Statement of Qualifications shall be submitted in accordance with the following requirements. The submittal shall use no less than 11 pt. font and shall be on 8-1/2 x 11 inch page size. Each submittal shall contain the following tabbed sections:

Cover letter (limited to 1 page)

Title Page

Table of Contents

Tab 1 - Part A: Questionnaire:

Section I: Information on DBE and Primary Team Members

Section II: Essential requirements for the DBE

Section III: Questions for DBE Primary Team Members

Section IV: Financial Questions for the Design Builder

(Audited Financial Statements to be provided in separate sealed envelope)

Signed Certification for each DBE Primary Team Member

Tab 2 - Part B: Experience:

Section I: Narrative and Organization Chart (limited to 3 pages)

Section II: Personnel Resumes (limited to 2 pages each per resume)

Section III: Project Profiles (limited to 2 pages each per project)

Section IV: Project Profile Team Matrix

Section V: Project References

Section VI: Project Approach to Management Plan (limited to 8 pages)

Tab 3 - Appendix:

Letter from Surety

Letter(s) from Insurance Carriers

The DBE shall provide six (6) hard copies of their SOQ response, one (1) electronic file copy of the SOQ response in PDF-format on a thumb drive and one (1) original copy of their Audited Financial Statements in a sealed envelope identifying the DBE firm name and address and be labeled as follows:

**Statement of Qualifications
County of San Mateo – CEDAR Project
“Confidential Financial Information”**

The entire SOQ submittal package including the hard copies of the SOQ, thumb drive and the sealed envelope with Financial Statements shall be provided in a single package identifying the firm name and address and clearly labeled as follows:

**Statement of Qualifications
County of San Mateo – CEDAR Project**

Submittals must be received by 4:00 pm PT on the date identified in the “Schedule Summary” and at the address stated in the “Contact and Submittal Information” of the General Process and Requirements Section.

Submitting firms are responsible to ensure their submittal is physically received by County of San Mateo by the stated time and date. Postmarks are not adequate. No fax or email copies will be accepted. Submittals received after the specified time and date will not be considered and will be returned unopened to the sender. **THIS SUBMISSION DEADLINE WILL BE STRICTLY ENFORCED.**

County of San Mateo CEDAR Project

County Emergency Dispatch and Response Project (CEDAR)

Redwood City, California

Request for Design-Build Entity Qualifications

IV. Statement of Qualifications

Part A - Questionnaire

Section I: Information on DBE and Primary Team Members

Section II: Essential requirements for the DBE

Section III: Questions for DBE Primary Team Members

Section IV: Financial Questions for the Design Builder

A. PART A QUESTIONNAIRE

SECTION I. IDENTIFICATION OF DBE AND PRIMARY TEAM MEMBERS

DBE Contact Information:

Name: _____
Contact Person: _____
Address: _____

Phone: _____ Fax: _____

General Contractor Contact Information:

Name: _____
Contact Person: _____
Address: _____

Phone: _____ Fax: _____

Architect of Record Contact Information:

Name: _____
Contact Person: _____
Address: _____

Phone: _____ Fax: _____

Design Architect Contact Information:

Name: _____
Contact Person: _____
Address: _____

Phone: _____ Fax: _____

County of San Mateo CEDAR Project
Request for Qualifications for DBE

Additional DBE Member(s) (List any Additional DBE Team Members being pre-qualified)		
Discipline	Firm Name	Legal Entity (i.e. corporation, partnership, sole proprietor)

SECTION I (A) INFORMATION ABOUT THE DESIGN-BUILDER

1. Name of Design-Builder: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Design-Builder currently employ?: _____
- 5 (a) If the Design-Builder is a corporation, provide the following:
Provide information for each officer of the corporation and owners of 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

- 5 (b) If the Design-Builder is a sole proprietorship, please complete the following:

Owner	Years as Owner

County of San Mateo CEDAR Project
Request for Qualifications for DBE

5 (c) If the Design-Builder is a joint venture or partnership, provide the following for each member of the joint venture or each partner.

(Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Design-Builder during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

7. Is the Design-Builder 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 on a separate page.

8. State the Design-Builder's gross revenues for each of the last three years:

YEAR: _____ YEAR: _____ YEAR: _____
 \$ _____ \$ _____ \$ _____

County of San Mateo CEDAR Project
Request for Qualifications for DBE

9. List all California contractor license numbers, classifications and expiration dates currently held by the Design-Builder:

License Number	Trade Classification	Date Issued	Expiration Date

10. Has the Design-Builder changed names or license numbers in the past five years?

Yes No

If "yes," explain on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the Design-Builder operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If "yes," explain on a separate page.

12. Surety Information for Design-Builder:

Bonding Co. /Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

E-mail Address: _____

13. List all other sureties (name and full address) that have written bonds for the Design-Builder during the last five years, including periods during which each wrote the bond:

Surety	Address	Periods of Coverage

SECTION I (B) INFORMATION ABOUT THE GENERAL CONTRACTOR

(If the General Contractor is the same as the Design Builder Section I (B) is not required).

The term "General Contractor" means the member of the DBE that will have the primary responsibility for the construction of the project. Duplicate and submit for each General Contractor if more than one.

1. Name of General Contractor: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the General Contractor currently employ?: _____
- 5 (a) If the General contractor is a corporation, provide the following: Provide information for each officer of the corporation and owners of 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

- 5 (b) If the General Contractor is a sole proprietorship, please complete the following:

Owner	Years as Owner

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5 (c) If the General Contractor is a joint venture or partnership, provide the following for each member of the joint venture or each partner. (Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Design-Builder during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

7. Is the Design-Builder 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 on a separate page.

8. State the Design-Builder's gross revenues for each of the last three years:

YEAR: _____ YEAR: _____ YEAR: _____
 \$ _____ \$ _____ \$ _____

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Request for Qualifications for DBE

9. List all California contractor license numbers, classifications and expiration dates currently held by the General Contractor:

License Number	Trade Classification	Date Issued	Expiration Date

10. Has the General Contractor changed names or license numbers in the past five years?

Yes No

If "yes," explain on a separate page.

11. Has any owner, CSLB qualifier or corporate officer of the General Contractor operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If "yes," explain on a separate page.

12. Surety Information for General Contractor:

Bonding Co. /Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

E-mail Address: _____

13. List all other sureties (name and full address) that have written bonds for the General Contractor during the last five years, including periods during which each wrote the bond:

Surety	Address	Periods of Coverage

SECTION I (C) INFORMATION ABOUT THE ARCHITECT OF RECORD

(If the Architect of Record is the same as the Design Builder Section I (C) is not required).

The Architect of Record is the licensed Architect who will have primary responsibility for design work under the contract. Attach copies if more than one Architect of Record.

1. Provide the following information:
 Name of Architect of Record: _____
 Registration / License Number: _____
 Years in Practice: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Architect of Record’s firm currently employ?: _____
- 5 (a) If the Architect of Record’s firm is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

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5 (b) If the Architect of Record's is a sole proprietorship, complete the following:

Owner	Years as Owner

5 (c) If the Architect of Record's firm is a joint venture or partnership, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Architect of Record's firm during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

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7. Is the Architect of Record's firm a subsidiary, parent, holding company or affiliate of another 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 on a separate page.

8. Has any corporate officer or owner of the Architect of Record's firm worked for any other architectural or engineering firms in the past five years?

(NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If "yes," explain on a separate page

9. Has the Architect of Record's firm changed names in the past five years?

Yes No

If "yes," explain on a separate page including reason for change.

SECTION I (D) INFORMATION ABOUT THE DESIGN ARCHITECT (If not the Architect of Record)

The Design Architect is the Architect who will have design responsibility in addition to the Architect of Record.

1. Provide the following information:
 Name of Design Architect: _____
 Registration / License Number: _____
 Years in Practice: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Design Architect's firm currently employ?: _____
- 5 (a) If the Design Architect's firm is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

- 5 (b) If the Architect of Record's is a sole proprietorship, complete the following:

Owner	Years as Owner

5 (c) If the Architect of Record’s firm is a joint venture or partnership, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% Ownership Interest

6. Has there been any change in ownership of the Design Architect’s firm during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If “yes,” explain on a separate page.

7. Is the Design Architect’s firm a subsidiary, parent, holding company or affiliate of another 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 on a separate page.

8. Has any corporate officer or owner of the Design Architect's firm worked for any other architectural or engineering firms in the past five years?

(NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If "yes," explain on a separate page

9. Has the Design Architect's firm changed names in the past five years?

Yes No

If "yes," explain on a separate page including reason for change.

THE SECTION I INFORMATION ABOUT THE DBE PRIMARY MEMBERS IS FOR IDENTIFICATION PURPOSES ONLY. THERE IS NO SCORING VALUE TO THIS SECTION.

CERTIFICATION

NOTE: All Primary Members of the DBE Team must complete and sign a copy of this Certification form.

I, the undersigned _____, certify and declare that I have read all the foregoing answers to this Pre-Qualification Questionnaire; that all responses are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

(Signature)

(Printed name)

(Place of Execution)

(Date)

(Firm Name)

SECTION II ESSENTIAL REQUIREMENTS FOR THE DBE

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.
- All current officers of a Design-Builder which is a corporation.
- All current partners of a Design-Builder which is a partnership.
- All current joint venturers of the joint venture Design-Builder which is seeking prequalification.

1. Does the Design-Builder and each proposed Subcontractor possess a current California contractor's license for the project for which it intends to submit a proposal or intend to obtain a license before commencing work?

Yes No

Yes = Pass

No = Fail

2. Does the Design-Builder have a liability insurance policy with a policy limit of at least **\$2,000,000** per occurrence, **\$4,000,000** aggregate and **\$10,000,000** in excess liability from a California admitted company?

Yes No

Yes = Pass

No = Fail

If yes, provide the following information. (Attach a separate page if more than one policy)

Insurance Company: _____

Policy Number: _____

Policy Limit per Occurrence: _____

Aggregate Policy Limit: _____

Attach a letter from your insurance carrier confirming limits.

3. Does the Design-Builder and each proposed Subcontractor have current California workers' compensation insurance policies as required by the Labor Code or are legally self-insured pursuant to Labor Code sections 3700 et. seq. or do they intend to obtain such insurance prior to commencing work?

Yes No

Yes = Pass

No = Fail

If yes, provide the following information. (Attach a separate page if more than one policy)

Insured: _____

Insurance Company: _____

Policy Number: _____

4. Has the latest copy of an audited financial statement (no more than two years old) with accompanying notes been attached for the Design-Builder or each member of the Design-Builder? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)

Yes No

Yes = Pass

No = Fail

5. Has 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 been attached, which states that the Design Builder's current bonding capacity is sufficient to provide payment and performance bonds in the amount of 100% of the contract total? (Statement must be from the surety company, not an agent or broker.)

Yes No

Yes = Pass

No = Fail

6. Has any contractor license held by the Design-Builder or its associates, the General Contractor Member(s) of the Design-Builder or their associates, or any of the proposed Subcontractors or their associates, been revoked or suspended within the last five (5) years?

Yes No

Yes = Fail

No = Pass

7. Has a surety firm completed a contract or paid for completion of a contract on behalf of any member of the DBE because they were terminated by the project owner within the last five (5) years?

Yes No

Yes = Fail

No = Pass

8. Within the last five years was the Design-Builder, the General Contractor Member(s) of the Design-Builder or any proposed Subcontractor been declared ineligible to bid on a public works contract, to be awarded a public works contract, or to 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

Yes = Fail
No = Pass

9. Has any member of the DBE (contractors, architects, engineers, subcontractors or others) or any member's associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?

Yes No

Yes = Fail
No = Pass

10. Do all Architects and Engineers who are expected to work on the project possess current California professional registrations / licenses for the architectural and engineering services which they intend to provide?

Yes No

Yes = Pass
No = Fail

11. Are all Principal Architect/Engineers covered by a professional liability insurance policy with a policy limit of at least **\$2,000,000** per occurrence and **\$4,000,000** aggregate from a California admitted company that provides coverage for work on a design-build contract?

Yes No

Yes = Pass
No = Fail

If yes, provide the following information. (Attach a separate page if more than one policy)

Insurance Company: _____
Policy Number: _____
Policy Limit per Occurrence: _____
Aggregate Policy Limit: _____

12. Has any professional registration held by any Architect who will provide services been revoked at any time in the last five years?

Yes No

Yes = Fail

No = Pass

13. Has any professional license held by any Engineer who will provide services been revoked at any time in the last five years?

Yes No

Yes = Fail

No = Pass

14. Does the Design-Builder, the General Contractor Member(s) of the Design-Builder and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

Yes No

Yes = Pass

No = Fail

15. Will the Design-Builder ensure that its subcontractors responsible for specialty construction work use only qualified skilled labor personnel (such as carpenters, heat and frost insulators, asbestos workers, boilermakers, iron shop builders, blacksmiths, forgers, bricklayers, electrical workers, elevator constructors, iron workers, plumbers, pipe fitters, plasterers, cement masons, painters, roofers, waterproofers, sheet metal workers) and other such skilled labor as may be required by the work of the project to perform such work?

Yes No

Yes = Pass

No = Fail

SECTION III. SCORED QUESTIONS FOR THE DBE PRIMARY TEAM MEMBERS

SECTION III (A) SCORED QUESTIONS FOR THE DESIGN-BUILDER

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.
- All current officers of a Design-Builder which is a corporation.
- All current partners of a Design-Builder which is a partnership.
- All current joint venturers of the joint venture Design-Builder which is seeking prequalification.

A-1 How many years has the Design-Builder been licensed in California?

Years: _____

5 years or less – 0 points

6 years = 1 point

7 years = 3 points

8 years + = 5 points

A-2. Is the Design-Builder or its associates currently the debtor in a bankruptcy or receivership case?

Yes No

Yes = 0 points

No = 10 points

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

A-3. Has the Design-Builder or its associates ever been in bankruptcy or receivership at any time (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)

Yes No

Yes = 0 points

No = 10 points

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If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

- A-4. Has the Design-Builder, its associates, or managing employees ever been assessed liquidated damages of more than a total **\$30,000** on a construction contract with either a public or private owner?

Yes No

0 – 1 Project = 10 points
2 Projects = 3 points
More than 2 Projects = 0 points

If yes, explain on a separate page, identifying all such projects by owner, owner’s address, name of entity against whom assessment was made, the date of completion of the project, total amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

- A-5. Has the Design-Builder, its associates or managing employees ever been declared by an owner, or found by an arbitrator or court to be in default on a construction contract?

Yes No

Yes = 0 points
No = 5 points

If “yes,” explain on a separate page.

- A-6. Has the Design-Builder, its associates or managing employees, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

Yes = 0 points
No = 10 points

If “yes,” explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

A-7. Has the Design-Builder, its associates or managing employees ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible or responsive bidder?

Yes No

Yes = 0 points

No = 5 points

If “yes,” on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between Design-Builders and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about “pass-through” disputes in which the actual dispute is between a subcontractor and a project owner.)

A-8. In the past five years has any claim in excess of **\$30,000** been filed in court, arbitration, or other dispute resolution proceeding against the Design-Builder or its associates concerning their work on a construction project?

Yes No

0 – 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

A-9. In the past five years has the Design-Builder or its associates made any claim in excess of **\$30,000** against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

0 – 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If “yes,” on a separate page identify the claim by providing the name of claimant, 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 and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

A-10. Has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Design-Builder or its associates due to non-payment or contractor losses?

Yes No

Yes = 0 points

No = 5 points

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

A-11. Has the Design-Builder, its associates or managing employees ever been found liable in a civil suit or found guilty in a criminal action for, or legally admitted for the purpose of a criminal plea to making any false claim or material misrepresentation to any public entity?

Yes No

Yes = (-5) points

No = 5 points

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

A-12. Has the Design-Builder, its associates, or managing employees ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

Yes = (-10) points

No = 5 points

If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

A-13. Has the Design-Builder, its associates or managing employees ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

Yes = (-10) points

No = 5 points

If "yes," identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.

A-14. Has there ever been a period of time when the Design-Builder or its associates had no surety bond in place during a public construction project when one was required?

Yes No

Yes = 0 points

No = 10 points

If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied, the date coverage was denied and the name of the company that denied coverage.

A-15. Has CAL OSHA cited and assessed penalties against the Design-Builder, its associates or managing employee for any "serious," "willful" or "repeat" violations of its safety or health regulations?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

Yes No

0 – 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

A-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Design-Builder, its associates or managing employees?

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

Yes No

0 – 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of

project, and the amount of penalty paid, if any. State the case number and date of any decision.

- A-17. Has the Environmental Protection Agency, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Design-Builder, its associates, managing employees or the owner of a project during the time in which the preceding parties were performing on a contract?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

Yes No

0 – 1 instance = 5 points
2 instances = 3 points
More than 2 instances = 0 points

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- A-18. How often does the Design-Builder require documented safety meetings to be held for construction employees and field supervisors during the course of a project?
-

At least once a week = 10 points
Once every two weeks = 5 points
Less than every two weeks = 0 points

- A-19. List the Design-Builder’s Experience Modification Rate (EMR) (California workers’ compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers’ compensation insurance carrier.)

Year: 2014	EMR: _____
Year: 2013	EMR: _____
Year: 2012	EMR: _____

Average EMR for the past 3 years:
.85 or less = 10 points
Between .86 and 1.00 = 5 points
Greater than 1.00 = 0 points

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

A-20. Has there ever been a period when the Design-Builder or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

0 instances – 5 points

Greater than 0 instances – 0 points

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Design-Builder

A-21. Has there been more than one occasion in which the Design-Builder or its associates were required to pay either back wages or penalties for failure to comply with the state's prevailing wage laws?

Yes No

0 to 2 instances = 5 points

3 instances = 3 points

More than 3 instances = 0 points

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

A-22. Has there been more than one occasion in which the Design-Builder or its associates were penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

Yes No

0 to 2 instances = 5 points

3 instances = 3 points

More than 3 instances = 0 points

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

A-23. If the Design-Builder operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you 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.

No scoring

A-24. Has the Design-Builder its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes No

0 to 2 instances = 5 points
3 instances = 3 points
More than 3 instances = 0 points

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings: _____

A-25. Do agreements exist between the Design-Builder and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices for all apprenticeable crafts which may be employed by the Design-Builder on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticeable craft within the period of October 1995 to October 2000.)

Yes No

Yes = 5 points
No = 0 points

PART III (A) - SCORED QUESTIONS FOR THE DESIGN-BUILDER
MAXIMUM POSSIBLE SCORE IS 155.

**SECTION III (B) SCORED QUESTIONS FOR THE GENERAL CONTRACTOR
(Not required if the DBE is the General Contractor)**

The term “General Contractor” means the member of the Design-Builder that will have the primary responsibility for the construction of the project. Duplicate and submit for each General Contractor if more than one.

The term “Associates” shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.
- All current officers of a Design-Builder which is a corporation.
- All current partners of a Design-Builder which is a partnership.
- All current joint venturers of the joint venture Design-Builder which is seeking prequalification.

B-1 How many years has the General Contractor been licensed in California?

Years: _____

- 5 years or less = 0 points**
6 years = 1 point
7 years = 3 points
8 years + = 5 points

B-2. Is the General Contractor or its associates currently the debtor in a bankruptcy or receivership case?

Yes No

- Yes = 0 points**
No = 10 points

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

B-3. Was the General Contractor or its associates in bankruptcy or receivership at any time? (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)

Yes No

- Yes = 0 points**
No = 10 points

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

- B-4. Has the General Contractor or its associates been assessed liquidated damages of more than a total of **\$30,000** on a construction contract with either a public or private owner?

Yes No

0 – 1 project = 10 points

2 projects = 3 points

More than 2 projects = 0 points

If yes, explain on a separate page, identifying all such projects by owner, owner's address, name of entity against whom assessment was made, 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.

- B-5. Has the General Contractor, its associates or managing employees ever been declared by an owner, or found by an arbitrator or court to be in default on a construction contract?

Yes No

Yes = 0 points

No = 5 points

If "yes," explain on a separate page.

- B-6. Has the General Contractor, its associates or managing employees, ever been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

Yes = 0 points

No = 10 points

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

B-7. Has the General Contractor, its associates or managing employees ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible or responsive bidder?

Yes No

Yes = 0 points

No = 5 points

If “yes,” on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between contractors and owners of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about “pass-through” disputes in which the actual dispute is between a subcontractor and a project owner.)

B-8. In the past five years has any claim in excess of **\$30,000** been filed in court, arbitration or other dispute resolution proceeding against the General Contractor or its associates concerning their work on a construction project?

Yes No

0 to 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

B-9. In the past five years has the General Contractor or its associates made any claim in excess of **\$30,000** against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

0 to 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If “yes,” on a separate page identify the claim by providing the name of claimant, 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 and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

B-10. Has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the General Contractor or its associates due to non-payment or contractor losses?

Yes No

Yes = 0 points

No = 5 points

If "yes," on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

B-11. Has the General Contractor, its associates or managing employees ever been found liable in a civil suit or found guilty in a criminal action for, or legally admitted for the purpose of a criminal plea to making any false claim or material misrepresentation to any public entity?

Yes No

Yes = (-5) points

No = 5 points

If "yes," explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

B-12. Has the General Contractor, its associates or managing employee ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

Yes = (-10) points

No = 5 points

If "yes," explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

B-13. Has the General Contractor, its associates or managing employees ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

Yes = (-10) points

No = 5 points

If "yes," identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.

B-14. Has there ever been a period of time when the General Contractor or its associates had no surety bond in place during a public construction project when one was required?

Yes No

Yes = 0 points

No = 10 points

If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project owner, and if coverage was denied the date coverage was denied and the name of the company that denied coverage.

B-15. Has CAL OSHA cited and assessed penalties against the General Contractor, its associates managing employees for any "serious," "willful" or "repeat" violations of its safety or health regulations.?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

Yes No

0 to 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any OSHAB decision.

B-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the General Contractor, its associates or managing employees ?

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

Yes No

0 to 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- B-17. Has the Environmental Protection Agency , any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the General Contractor, its associates, managing employees or the owner of a project during the time in which the preceding parties were performing on a contract?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

Yes No

0 to 1 instance = 5 points
2 instances = 3 points
More than 2 instances = 0 points

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, owner of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- B-18. How often does the General Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

At least once a week = 10 points
Once every two weeks = 5 points
Less than every two weeks = 0 points

- B-19. List the General Contractor’s Experience Modification Rate (EMR) (California workers’ compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers’ compensation insurance carrier.)

Year: 2014 EMR: _____
Year: 2013 EMR: _____
Year: 2012 EMR: _____

Average EMR for the past 3 years:
.85 or less = 10 points
.86 to 1.00 = 5 points
More than 1.00 = 0 points

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

- B-20. Has there ever been a period when the General Contractor or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

0 instances – 5 points

Greater than 0 instances – 0 points

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the General Contractor

- B-21. Has there been more than one occasion in which the General Contractor or its associates were required to pay either back wages or penalties for failure to comply with the state's prevailing wage laws?

Yes No

0 to 2 instances = 5 points

3 instances = 3 points

More than 3 instances = 0 points

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- B-22. Has there been more than one occasion in which the General Contractor or its associates were penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

Yes No

0 to 2 instances = 5 points

3 instances = 3 points

More than 3 instances = 0 points

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

B-23. If the General Contractor operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you 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.

No Scoring

B-24. Has the General Contractor or its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes No

0 to 2 instances = 5 points

3 instances = 3 points

More than 3 instances = 0 points

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings: _____

B-25. Do agreements exist between the General Contractor and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices, for all apprenticeable crafts which may be employed by the General Contractor on this project?

Yes No

Yes = 5 points

No = 0 points

**SECTION III (B) - SCORED QUESTIONS FOR THE GENERAL CONTRACTOR
MAXIMUM POSSIBLE SCORE IS 155**

SECTION III (C) SCORED QUESTIONS FOR THE ARCHITECT OF RECORD

The Architect of Record is the Architect who will have primary responsibility for design work under the contract. Attach copies if more than one Architect of Record.

“Firm” shall mean the firm that employs the Architect of Record.

The nature of the project will dictate the discipline(s) of the Architect of Record (s). Attach additional copies if more than one Architect of Record.

Name of Principal Architect of Record: _____

Name of Firm: _____

C-1. How many years has the Architect of Record been licensed and practicing in California?

Years: _____

5 years or less = 0 points

6 years = 3 points

7 years = 5 points

8 years + = 10 points

C-2. Is the firm currently the debtor in a bankruptcy or receivership case?

Yes No

Yes = 0 points

No = 10 points

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

C-3. Was the firm in bankruptcy or receivership at any time? (This question refers only to a bankruptcy action that was not described in answer to question C-2, above)

Yes No

Yes = 0 points

No = 10 points

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

- C-4. In the past five years has any claim in excess of **\$30,000** been filed in court, arbitration, or other dispute resolution proceeding against the Architect of Record or the firm concerning its engineering work on a project?

Yes No

0 to 1 instances = 5 points

2-3 instances = 3 points

More than 3 instances = 0 points

If “yes,” 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 and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- C-5. Has the Architect of Record or the firm been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

Yes = 0 points

No = 10 points

If “yes,” explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- C-6. Has the Architect of Record or the firm or its managing employees ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible or responsive bidder as required by statute for all members of the DBE?

Yes No

0 instances = 5 points

1 – 2 instances = 3 points

More than 3 instances = 0 points

If “yes,” on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

C-7. In the past five years has the Architect of Record or the firm made any claim in excess of **\$30,000** against a project owner concerning engineering work on a project and filed that claim in court or arbitration?

Yes No

0 to 1 instances = 5 points

2-3 instances = 3 points

More than 3 instances = 0 points

If "yes," on separate page 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 and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

C-8. Has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Architect of Record or the firm based on non-payment or losses?

Yes No

Yes = (-5) points

No = 5 points

If "yes," on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

C-9. Has the Architect of Record or the firm or its managing employees ever been found liable in a civil suit or found guilty in a criminal action for, or legally admitted for the purpose of a criminal plea to making any false claim or material misrepresentation to any public agency or entity?

Yes No

Yes = (-5) points

No = 5 points

If "yes," on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.

C-10. Has the Architect of Record or the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

Yes = (-5) points

No = 5 points

If “yes,” on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- C-11. Has the Architect of Record or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

Yes = (-5) points

No = 5 points

If “yes,” on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.

- C-12. Has the Department of Consumer Affairs taken any disciplinary action against the Architect of Record?

Yes No

Yes = (-10) points

No = 5 points

If yes, please explain on a separate page.

**SECTION III (C)-SCORED QUESTIONS FOR THE ARCHITECT OF RECORD
MAXIMUM POSSIBLE SCORE IS 80**

**SECTION III (D) SCORED QUESTIONS FOR THE DESIGN ARCHITECT
(If not the Architect of Record)**

The Design Architect is the Architect who will have design responsibility in addition to the Architect of Record.

“Firm” shall mean the firm that employs the Design Architect.

The nature of the project will dictate the discipline(s) of the Design Architect (s).

Name Design Architect: _____

Name of Firm: _____

D-1. How many years has the Design Architect been licensed and practicing in California?

Years: _____

5 years or less = 0 points

6 years = 3 points

7 years = 5 points

8 years + = 10 points

D-2. Is the firm currently the debtor in a bankruptcy or receivership case?

Yes No

Yes = 0 points

No = 10 points

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

D-3. Was the firm in bankruptcy or receivership at any time? (This question refers only to a bankruptcy action that was not described in answer to question C-2, above)

Yes No

Yes = 0 points

No = 10 points

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

Case Number

Bankruptcy Court

Date Filed

- D-4. In the past five years has any claim in excess of **\$30,000** been filed in court, arbitration, or other dispute resolution proceeding against the Design Architect or the firm concerning its design work on a project?

Yes No

0 to 2 instances = 5 points
3 instances = 3 points
More than 3 instances = 0 points

If "yes," 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 and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

- D-5. Has the Design Architect or the firm been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

Yes = 0 points
No = 10 points

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the owner of the project, and the basis for the action.

- D-6. Has the Engineer of Record or the firm or its managing employees ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible or responsive bidder?

Yes No

0 instances = 5 points
1 – 2 instances = 3 points
More than 3 instances = 0 points

If "yes," on a separate page identify the year of the event, the entity denied the award, the owner, the project, and the basis for the finding by the public agency.

D-7. In the past five years has the Design Architect or the firm made any claim in excess of **\$30,000** against a project owner concerning engineering work on a project and filed that claim in court or arbitration?

Yes No

0 instances = 5 points
1 – 3 instances = 3 points
More than 3 instances = 0 points

If “yes,” on separate page 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 and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

D-8. Has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Design Architect or the firm based on non-payment or losses?

Yes No

Yes = (-5) points
No = 5 points

If “yes,” on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

D-9. Has the Design Architect or the firm or its managing employees ever been found liable in a civil suit or found guilty in a criminal action for, or admitted legally for the purpose of a criminal plea to making any false claim or material misrepresentation to any public agency or entity?

Yes No

Yes = (-5) points
No = 5 points

If “yes,” on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.

D-10. Has the Design Architect or the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

Yes = (-5) points
No = 5 points

If “yes,” on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- D-11. Has the Design Architect or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

Yes = (-5) points

No = 5 points

If “yes,” on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.

- D-12. Has the Department of Consumer Affairs taken any disciplinary action against the Design Architect?

Yes No

Yes = (-10) points

No = 5 points

If yes, please explain on a separate page.

**PART III (D)-SCORED QUESTIONS FOR THE DESIGN ARCHITECT
MAXIMUM POSSIBLE SCORE IS 80 (to be averaged with the AOR score)**

SECTION IV. SCORED FINANCIAL QUESTIONS FOR THE DESIGN BUILDER

- A. Please fill in the following blanks based on the Design Builder's latest audited financial statement. If Design Builder is Joint Venture, Partnership, etc., combine assets and liabilities.

Current Assets: \$ _____
Current Liabilities: \$ _____
Total Net Worth: \$ _____
Current Ratio (Assets/Liabilities): _____
Working Capital (Current Assets - Current Liabilities): \$ _____

(Three years of audited financial statements for each member of the DBE are required, If Joint Venture, Partnership, etc., financial information shall be combined).

NET WORTH

Less than \$25 mil = 0 points
\$25 mil to \$49 mil = 5 points
\$50 mil to \$100 mil = 10 points
Greater than \$100 mil = 15 points

CURRENT RATIO

Less than 1.0 = 0 points
1 to 1.15 = 5 points
Over 1.15 = 10 points

WORKING CAPITAL

Less than \$10 mil = 0 points
\$10 mil to \$20 mil = 5 points
\$20 mil to \$40 mil = 10 points
Greater than \$40 mil = 15 points

Maximum Possible Points: 40

County of San Mateo CEDAR Project

County Emergency Dispatch and Response Project (CEDAR)

Redwood City, California

Request for Design-Build Entity Qualifications

Statement of Qualifications

Part B – Qualification Experience

Personnel Resume Template
Project Profile Template
Project Reference Template
Working Relationship Matrix

It is anticipated the templates in this section will be recreated for ease of use in preparing responses.

Please insure that all of the information on each template is provided in the exact sequence and format as it is on the template including elements in bold and the scoring criteria.

B. Part B – Qualification Experience

PERSONNEL RESUME TEMPLATE

Maximum 2 pages per resume

Name _____ Title: _____

Firm: _____

Years of Experience: _____ **Years with this Firm:** _____

Education: _____

Active Registration, Licenses or Credentials: _____

Awards _____

Responsibilities on this Project: _____

Experience: Identify relevant projects on which employee has worked. Include a brief description of the project and **specifically** identify employee's roles, responsibilities and duration of involvement on the project.

Experience on similar projects: _____

Experience with California Essential Services Facilities: _____

Experience with Communications Related Facilities, including Emergency Operations Center, 911 Call Center, and Dispatch: _____

Design-Build Experience: _____

Experience with Facilities Construction for Public Sector Clients (Urban environment experience is preferred) (Identify California Projects): _____

Experience with energy efficiency/sustainable building design measures: _____

Other experience, training, education, and qualifications relevant to the proposed project: _____

Describe what makes this individual uniquely suited for this assignment? _____

PROJECT PROFILE TEMPLATE

Maximum 2 pages per project

Firm: _____

Firms Role on Project: _____

Project Name: _____

Location: _____

Project Description: _____

Firms Project Manager: _____

Personnel on project being proposed for this Project: _____

General Contractor (if not Firm): _____

Architect of Record (if not Firm): _____

Construction Manager: _____

Other Relevant Entities: _____

Project Type: _____ Gross Square Footage: _____

Scheduled Completion Date: _____ Actual Completion Date: _____

Explain Difference, if any: _____

Original Construction Contract Amount: _____ Final Construction Contract Amount: _____

Explain Difference, if any: _____

Delivery Method: _____

Sustainable Building Measures Incorporated: _____

Relevance to this Project: _____

Awards: _____

Project Owner: _____

Owner's Representative: _____

e-Mail: _____ Telephone: _____

This form maybe reproduced/reprinted for use on each of the require project profiles being submitted.

PROJECT REFERENCE TEMPLATE

To be completed for each project listed in Project Profiles

DISCIPLINE:	
1	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
2	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
3	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
4	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
5	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:

WORKING RELATIONSHIP MATRIX

	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>
Project Executive										
Design Principal										
General Contractor Principal										
DBE Project Director										
Design Project Manager										
Architect of Record										
Design Architect										
Project Architect										
Project Manager										
Design Manager										
General Superintendent										
MEP Superintendent										
Quality Control Manager										
Project Controls Manager										
Safety Manager										

Check boxes to indicate on which projects team members have worked. If a member has not worked on a project leave the box blank.

QUALIFICATIONS BASIS FOR SCORING

PART A: QUESTIONNAIRE

Part A Questionnaire: Section I – Identification of the DBE and Primary Team Members

This part seeks information about the make-up of the DBE, and is for identification purposes only. There is no scoring value to this part.

Part A Questionnaire: Section II - Essential for the DBE

If the DBE is unable to correctly answer each of these questions, it will be disqualified regardless of the results of the scored questions. DBE will be disqualified if a “Fail” is received on any of the questions.

Part A Questionnaire: Section III (A) - Scored Questions for the Design-Build Entity

The maximum possible score for Section III (A) is 155. A minimum score of 110 must be attained or the Design-Builder will be rated as not qualified.

Part A Questionnaire: Section III (B) - Scored Questions for the General Contractor

The maximum possible score for Section III (B) is 155. A minimum score of 110 must be attained or the General Contractor will be rated as not qualified which in turn disqualifies the Design Build Entity. If the Design-Build Entity is different from the General Contractor the scores of the two questionnaires will be averaged.

Part A Questionnaire: Section III (C) - Scored Questions for the Architect of Record

The maximum possible score for III (C) is 80. A minimum score of 55 must be attained or the Architect of Record will be rated as not qualified which in turn disqualifies the DBE.

Part A Questionnaire: Section III (D) - Scored Questions for the Design Architect

The maximum possible score for III (D) is 80. A minimum score of 55 must be attained or the Design Architect will be rated as not qualified which in turn disqualifies the DBE. If The Architect of Record is different from the Design Architect the scores for the two questionnaires will be averaged.

Part A Questionnaire: Section IV - Financial Questions for the Design Builder

The maximum possible score for Section IV is 40 points.

PART B: EXPERIENCE

1. Narrative and Organizational Chart

The maximum possible score is 20 points based on Relevance to the Project.

2. Personnel Resumes

The maximum possible score is 240 total points for 15 resumes based on relevance to the Project. For Key Positions (identified in Bold) have a maximum score of 20 points per resume. All other scored resumes have a maximum score of 10 points per resume

Key Personnel Resumes:	9 resumes x 20 points (max) =	180 points
Other Required Resumes	6 resumes x 10 points (max) =	<u>60 points</u>
Total Maximum Score		240 points

3. Project Profiles

The maximum possible score is 100 total points for 10 project profiles based on relevance to the Project.
Maximum points per profile = 10

4. Project Profile References

The maximum possible score is 100 points for 10 projects based on relevance to the Project.
Maximum points per reference = 10

5. Working Relationship Matrix

The maximum possible score is 50 points.

6. Project Management Approach

The maximum possible score is 100 points based on relevance to the Project.

Scoring Summary

Phase 1 Step 1

Part A Questionnaire		
Section I: Information of DBE Primary Team Members		No Score
I (A) Information about Design Builder		No Score
I (B) Information about General Contractor		No Score
I (C) Information about the Architect of Record		No Score
I (D) Information about the Design Architect		No Score
Section II: Essential Requirements for the DBE		Pass/ Fail
Section III: Scored Questions		
III (A) Scored Questions for the Design Builder (Score will be averaged with the General Contractor Score)	155	110
III (B) Scored Questions for the General Contactor(s)		
III (C) Scored Questions for Architect of Record	80	55
III (D) Scored Questions for Design Architect (Score will be averaged with Architect of Record Score)		
Section IV: Scored Financial Questions for the DBE	40	25
Part A Questionnaire Maximum Point Total	275	
Part B Experience		
1. Narrative and Organization Chart	20	None
2. Required Personnel Resumes		None
Resumes with Weighted Scores		
Project Executive	10	
Design Principal	10	
General Contractor Principal	10	
DBE Project Director	20	
Design Project Manager	20	
Architect of Record	20	
Design Architect	20	
Project Architect	20	
Project Manager	20	
Design Manager	20	
General Superintendent	20	
MEP Superintendent	20	
Quality Control Manager	10	
Project Controls Manager	10	
Safety Manager	10	
Total Maximum Points (Personnel Resumes)	240	
3. Project Profiles		
10 Projects @ 10 points maximum each	100	None
4. Project Profile References		
10 Projects @ 10 points maximum each	100	None

County of San Mateo CEDAR Project
Request for Qualifications for DBE

5. Working Relationship Matrix	50	None
6. Project Management Approach	100	None
Part B Experience Maximum Total Points	610	
PHASE 1 STEP 1 PARTS A&B MAXIMUM POINT TOTAL	885	

End of Phase 1, Request for Qualifications