

ORANGE UNIFIED SCHOOL DISTRICT



PREQUALIFICATION PACKAGE FOR MECHANICAL, ELECTRICAL, AND PLUMBING ("MEP") SUBCONTRACTORS ALL DISTRICT PROJECTS

DOCUMENTS INCLUDED IN THIS PACKAGE:

1. Prequalification Instructions for Mechanical, Electrical, and Plumbing Subcontractors for ALL District Projects
2. Mechanical, Electrical, and Plumbing Subcontractor Prequalification Questionnaire and Certification for ALL District Projects
3. DISTRICT USE FORM – Mechanical, Electrical, and Plumbing Subcontractor Prequalification Evaluation Procedure & Rating System – *Informational Only*

MAIL OR DELIVER TO (no e-mail delivery):

Orange Unified School District
Facilities and Planning Department
726 West Collins Avenue
Orange, CA 92867
ATTN: Ms. Jana Mills,
Purchasing and Contracts Manager (Measure S Program)

FOR QUESTIONS:

Ms. Jana Mills
Purchasing and Contracts Manager (Measure S Program)
Phone: 714.627.4500
E-Mail: jmills@orangeusd.org

ARC is the authorized District distributor of this Prequalification Package for District Projects



ORANGE UNIFIED SCHOOL DISTRICT

PREQUALIFICATION INSTRUCTIONS FOR MECHANICAL, ELECTRICAL, AND PLUMBING SUBCONTRACTORS ALL DISTRICT PROJECTS

Request for Prequalification of Mechanical, Electrical, and Plumbing ("MEP") Subcontractors (Public Contract Code 20111.6)

This Prequalification Package consists of three (3) parts:

1. Prequalification Instructions for Mechanical, Electrical, and Plumbing Subcontractors for District Projects
2. Mechanical, Electrical, and Plumbing Subcontractor Prequalification Questionnaire and Certification for District Projects
3. DISTRICT USE FORM – Mechanical, Electrical, and Plumbing Subcontractor Prequalification Evaluation Procedure & Rating System - *Informational Only*

Each prospective electrical, mechanical, or plumbing subcontractor holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 specialty licenses ("MEP subcontractors") shall submit the Orange Unified School District's ("District") MEP Subcontractor Prequalification Questionnaire to establish its qualifications to perform construction work as a first tier subcontractor on Orange Unified School District's ("District") projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or any funds received, including funds reimbursed, from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more.

The MEP Subcontractor's prequalification status and public works rating will remain current for twelve (12) months from the District's notice of qualification pursuant to the District's requirements. The MEP Subcontractor will receive advance notice from the District of upcoming projects for which it has been deemed prequalified to bid, and may choose to bid any or all of the projects for which it is prequalified.

If an MEP Subcontractor also holds California Contractors State Licensing Board license held by prime/general contractors and is interested in submitting a Prequalification Package as a prime/general contractor, the MEP Subcontractor must submit a separate District Prequalification Package specifically for prime/general contractors, including all required documentation.

Answers to questions contained in the attached MEP Subcontractor's Prequalification Questionnaire are required, including submittal of a Financial Statement as stipulated in the MEP Subcontractor Prequalification Questionnaire. These documents will be the basis of rating a MEP Subcontractor in respect to the size and scope of contracts upon which each MEP subcontractor is qualified to bid.

The MEP Subcontractor Prequalification Questionnaire outlines criteria for disqualification. Additionally, the MEP Subcontractor shall be disqualified from prequalification for financial statements reflecting a negative financial working capital or net worth.

The Questionnaire responses and financial statements are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The District

reserves the right to reject any and all Prequalification Questionnaires and to waive any irregularities in the information contained therein.

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

Only one copy of the prequalification is required to be submitted. A new and current submittal shall be required each year. Additionally, the District may, at any time, specifically request a new statement, in which case, the MEP Subcontractor must comply within thirty (30) days, or the rating on file may, at the discretion of the District, be considered expired. A MEP Subcontractor may also file new statements at more frequent intervals if there is substantial change in the MEP Subcontractor's financial status, and a new rating based on the latest statement will be issued. All requirements and items stipulated in the Prequalification Questionnaire must be provided or the qualification submittal will not be accepted.

The District reserves the right to:

- Request that MEP Subcontractor(s) update prequalification forms;
- Certify a MEP Subcontractor only up to a specific contract size or dollar amount based on the size of Contractor's previous projects;
- Revoke, rescind, and/or reuse the prequalification status of a MEP Subcontractor;
- Use some or all of the information provided in this form for evaluation purposes.
- Check other sources

SUBMISSION OF COMPLETED STATEMENTS

Mail or deliver completed MEP Subcontractor's Prequalification Questionnaire along with the following requirements as identified in the District's Prequalification Package:

- **MEP Subcontractor** must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past one (1) full fiscal year.
- Certificate of Insurance issued to Orange Unified School District, as evidence of insurance for prequalification purposes.

MAIL OR DELIVER TO (no e-mail delivery):

Orange Unified School District
Facilities and Planning Department
726 West Collins Avenue
Orange, CA 92867
ATTN: Ms. Jana Mills,
Purchasing and Contracts Manager (Measure S Program)

**Please Mark Envelope
"Confidential"**

FOR QUESTIONS:

Ms. Jana Mills
Purchasing and Contracts Manager (Measure S Program)
Phone: 714.628.4500
E-Mail: jmills@orangeusd.org

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FINANCIAL INFORMATION FOR MEP SUBCONTRACTORS

a. Audited or Reviewed Statement Requirements (Questionnaire Section E)

MEP Subcontractor must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past one (1) full fiscal year.

A compilation as a substitution for the financial statements outlined above is not acceptable.

A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.

Reviewed or audited financial statement must be less than 12 months old.

b. Financial Capacity

Prospective MEP Subcontractors will be prequalified to bid on projects up to a maximum dollar amount based on the lesser of ten times working capital (current assets less current liabilities) or ten times net worth (total assets less liabilities) whichever is less.

A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.

Particular attention is called to the fact that the certified public accountant must express an unqualified opinion. Note: Statements with a "negative quick asset" amount may not be augmented.

Working capital and net worth are important factors in determining the bidding capacity of a Contractor; therefore, the accountant must furnish, by a supplementary schedule or as a part of the accountant's opinion, any information not specifically called for by the statement which might be taken into consideration.

In the event that the Contractor's job income and expenditures are accounted on a completed contract basis and the balance sheet includes an item reflecting the excess of costs to date over billing to date, or vice versa, the elements of "Accumulated Cost" and "Billings to Date" must be shown in support of the balance sheet item.

c. Term of Financial Statements

A MEP Subcontractor's financial statement is valid until the date shown is more than one year old, as stated in the District's requirements for prequalification. The District reserves the right to reject statements in which the financial information is more than six months old. All applicable portions of the form should be completed with schedules attached if the space provided does not suffice.

PUBLIC WORKS REQUIREMENTS

MEP Contractors must have successfully completed projects as outlined in the following value categories of prequalification interest for District projects:

- **For District projects with an estimated value of \$1 - 5 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of eighty-thousand dollars (\$80,000) or more.

- **For District projects with an estimated value of \$5 -20 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of four-hundred thousand dollars (\$400,000) or more.

- **For District projects with an estimated value of \$20 – \$35 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of one-million five-hundred thousand dollars (\$1.5 million) or more.

- **For District projects with an estimated value of \$35 - \$70 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of two-million five-hundred thousand dollars (\$2.5 million) or more.

The public works experience rating will be determined by averaging the two largest of these construction contracts and adding 33% for inflation and other growth factors.

For Example: Project 1 contract value of \$1,627,511 plus Project 2 contract value of \$1,437,026 equals an average contract value of \$1,532,269. This averaged value is then multiplied by 1.33 (allowing for inflation and other growth factors), which yields the sum of \$2,037,917. This figure is rounded to the nearest \$100,000 for a public works experience rating of \$2,000,000. This process only obtains the Public Works Experience Rating for average public works project experience and does not necessarily set the final rating.

INSURANCE

For prequalification purposes, a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate liability insurance for individual projects where the engineer's estimate is \$1,000,000 - \$5,000,000.*

*** For individual projects with an engineer's estimate of \$5,000,000 or more, the District may require higher limits based on the size or complexity of project. MEP Subcontractors submitting Prequalification Packages for District projects understand and agree that regardless of an approved District prequalification rating, insurance requirements for a specific District project will be identified in the District's project documents at the time of bidding.**

CERTIFICATION

In the Prequalification Questionnaire, an authorized agent of the MEP Subcontractor executes and certifies under penalty of perjury under the laws of the State of California that its Prequalification Questionnaire and all attachments submitted to the District for review are true and correct.

NOTIFICATION OF PREQUALIFICATION RESULT

Complete Prequalification Packages are accepted anytime, incomplete packages will be returned without review. Depending on the volume of Prequalification Packages received by the District for pending projects, the review process will be completed as expeditiously as possible, and within the requirements of

California Public Contract Code. Contractors will receive written notification from the District on the evaluation results of the Contractor's Prequalification Package.

Bids received from contractors who have not completed the prequalification process, but are required to do so pursuant to Public Contract Code, will be deemed non-responsive.

PROCEDURE FOR APPEAL OF PREQUALIFICATION RESULTS

If the Contractor decides to appeal the District's qualification decision, it shall follow this procedure:

- a. Contractor shall submit within three (3) working days from notification, a written request to the District asking for an explanation of any aspect of the District's determination.
- b. Within three (3) working days from receipt of the District's written response to the Contractor's request, Contractor may submit, in writing, a request for reconsideration by the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the Contractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.

END OF DOCUMENT

**PREQUALIFICATION QUESTIONNAIRE AND CERTIFICATION
FOR
MECHANICAL, ELECTRICAL, AND PLUMBING SUBCONTRACTORS
ALL DISTRICT PROJECTS**

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ORANGE UNIFIED SCHOOL DISTRICT

PREQUALIFICATION QUESTIONNAIRE AND CERTIFICATION FOR MECHANICAL, ELECTRICAL, AND PLUMBING ("MEP") SUBCONTRACTORS FOR ALL DISTRICT PROJECTS

> > > IMPORTANT! < < < THIS QUESTIONNAIRE IS FOR PROSPECTIVE MEP SUBCONTRACTORS ONLY

Pursuant to Public Contract Code section 20111.6, each prospective contractor holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 specialty licenses ("MEP subcontractors") shall submit the following information to establish its qualifications to perform construction work as a first tier subcontractor on Orange Unified School District ("District") projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998, or any funds received, including funds reimbursed, from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more.

A. SUBCONTRACTOR'S INFORMATION

Firm name: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Mobile Telephone: _____

E-mail: _____

By: _____ Date: _____
(Name of individual completing statement)

Years in business as a licensed contractor: _____

Types of work performed with own forces: _____

Years in business under current firm name: _____

Years at the above address: _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations:

- a. Date incorporated: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation's stock.

NAME	POSITION	YEARS WITH CO.	% OWNERSHIP

2. For Firms that Are Partnerships:

- a. Date of formation: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

NAME	POSITION	YEARS WITH CO.	% OWNERSHIP

3. For Firms that Are Sole Proprietorships:

- a. Date of commencement of business: _____

4. For Firms that Intend to Bid as a Joint Venture:

- a. Date of commencement of joint venture: _____
- b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

NAME OF FIRM	% OF OWNERSHIP OF JOINT VENTURE

5. Associated Firms

For any of the above business structures, identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past 5 years.

PERSON'S NAME	NAME OF CONSTRUCTION FIRM & LICENSE NO.	DATES OF PERSON'S PARTICIPATION WITH FIRM

Attach all additional references and/or information on separate signed sheets.

C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the firm at any time during the past 5 years? **NOTE:** A corporation whose shares are publicly traded is not required to answer this question.

☐ Yes ☐ No

If "yes," explain on a separate signed sheet.

2. Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm? **NOTE:** Include information about other firms if one firm owns 50% or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name of the related company and the percent ownership.

3. Are any corporate officers, partners or owners connected to any other construction firms? **NOTE:** Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

☐ Yes ☐ No

If "yes," explain on a separate signed sheet.

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

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name and license number of the other company.

5. State your firm's gross revenues for each of the past 3 years:

YEAR	GROSS REVENUE
	\$
	\$
	\$

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

7. Is your firm currently the debtor in a bankruptcy case or was in bankruptcy at any time during the last 5 years?

☐ Yes ☐ No

If "yes," please attach a copy of the bankruptcy petition and a copy of the Bankruptcy Court's discharge or any other document that ended the case, if any.

LICENSES AND REGISTRATION

8. Please provide the following information:
- a. Name of license holder exactly as on file with the California State License Board: _____

 - b. License classification(s): _____
 - c. License #: _____
 - d. Expiration Date: _____
 - e. Public Works Contractor's Registration # as on file with Department of Industrial Relations: _____
9. Has any CSLB license held by your firm or its Responsible Managing Employee or Responsible Managing Officer been suspended within the last 5 years?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet.
10. Has your firm changed names or license number in the past 5 years?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, including the reason for the change.

DISPUTES

11. At any time in the last 5 years, has your firm been assessed liquidated damages under a construction contract with any public or private owner?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, identifying projects by owner, owner's address, and date of completion.
12. At any time in the last 5 years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?
- ☐ Yes ☐ No
- If "yes," explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.

13. At any time in the last 5 years, has a public agency found your company was not a responsible bidder?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the year of the event, owner, owner's address and basis for the finding.

14. In the past 5 years, has any claim against your firm or by your firm against an owner been filed in court or arbitration concerning your firm's work or payment on a construction project?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

INSURANCE

15. Does subcontractor have liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?

☐ Yes ☐ No

*** For individual projects with an engineer's estimate of \$5,000,000 or more, the District may require higher limits based on the size or complexity of project. MEP Subcontractors submitting Prequalification Packages for District projects understand and agree that regardless of an approved District prequalification rating, insurance requirements for a specific District project will be identified in the District's project documents at the time of bidding.**

16. Does subcontractor have current workers' compensation insurance policy as required by the California Labor Code or is legally self-insured pursuant to California Labor Code section 3700 *et seq.*?

☐ Yes ☐ No

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

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance and year of the refusal.

CRIMINAL MATTERS AND RELATED CIVIL SUITS

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

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.

19. Has your firm or any of its owners, partners or officers ever been convicted of a crime involving any federal, state, or local law related to construction or fraud, theft, or any other action of dishonesty?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

SAFETY

20. Within the past 5 years, has the California or federal OSHA cited and assessed against your firm, or any associated firm, for "serious," "willful" or "repeat" violations of its safety or health regulations?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

21. Within the past 5 years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against your firm or the owner of the project on which your firm was the contractor?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, describing the citation(s).

22. State the subcontractor's Workers' Compensation Experience Modification Rate for the past 3 premium years:

YEAR	MODIFICATION RATE

If your EMR is 1.00 or higher, you may attach a letter of explanation.

23. Within the past 5 years, has there ever been a period when your firm and/or any associated firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If yes, explain on separate sheet, including the date(s) and reason(s) for the absence of workers' compensation insurance.

PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE

24. In the past 5 years, has there been more than one occasion in which your firm was required to pay either back wages or penalties for your firm's failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

25. At any time during the past 5 years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including date(s) of such findings and attaching the DAS' final decision(s).

BONDING

26. In the last 5 years, has any surety paid on your firm's behalf as a result of a default to satisfy any claims made against a payment or performance bond issued on your firm's behalf?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

D. PROJECT REFERENCES

MEP Subcontractors must have successfully completed projects as outlined in the following value categories of prequalification interest, in which the Contractor under all firm names identified in Section B has participated on the form attached as **EXHIBIT A**. Please include all projects performed under all firm names identified in Section B.

Use and attach additional sheets with signature to list all projects, and also as needed to explain or clarify any response or to include more responses with all requested information.

MEP Contractors must have successfully completed projects as outlined in the following value categories of prequalification interest for District projects:

- **For District projects with an estimated value of \$1 - 5 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of eighty-thousand dollars (\$80,000) or more.

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- **For District projects with an estimated value of \$20 - \$35 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of one-million five-hundred thousand dollars (\$1.5 million) or more.

- **For District projects with an estimated value of \$35 - \$70 million:**

MEP Subcontractors must have successfully completed at least three (3) California K-12 public works projects in the State of California within the past five (5) years, with a minimum total contract price of two-million five-hundred thousand dollars (\$2.5 million) or more.

E. FINANCIAL INFORMATION

MEP Subcontractor must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past one (1) full fiscal year.

A compilation as a substitution for the financial statements outlined above is not acceptable.

A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required audited or certified financial statement.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Subcontractor: _____

Signature by an officer of the Subcontractor: _____

By: _____ (Print Name)

Title: _____

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Exhibit A on Next Page

EXHIBIT A

As stated in Section D – Project References: List your firm's completed California K-12 projects in the categories as outlined in Section D – Project References, in which the Contractor under all firm names identified in Section B has participated. Please include all projects performed under all firm names identified in Section B.

Use and attach additional sheets with signature to list all projects, and also as needed to explain or clarify any response or to include more responses with all requested information.

Project Name/Identification:

- a. Project Name: _____
- b. Project address/location: _____
- c. Owner (name of district reference and tel. no.): _____

- d. Architect (name and tel. no.): _____

- e. Construction Manager (name and tel. no.): _____

- f. General Contractor (name and tel. no.): _____

- g. Scope of Work: _____

- h. Original completion date: _____
- i. Actual date of completion: _____
- j. Time extensions granted: _____
- k. Initial subcontract value: _____
- l. Final subcontract value: _____

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

Signature: _____

Date: _____

Printed Name: _____

> > > DISTRICT USE – INFORMATIONAL ONLY < < <

**DISTRICT EVALUATION PROCEDURE & RATING SYSTEM
FOR
MECHANICAL, ELECTRICAL, AND PLUMBING SUBCONTRACTORS**

ALL DISTRICT PROJECTS

(Begins on Next Page)

ORANGE UNIFIED SCHOOL DISTRICT

PROSPECTIVE MEP SUBCONTRACTOR FOR ALL DISTRICT PROJECTS

DISTRICT USE – PREQUALIFICATION EVALUATION PROCEDURE (MEP)

Name of Subcontractor: _____

- 1. Confirm Prequalification Statement Submitted is Responsive** – if the answer to any of the questions is “no,” then the Prequalification Package is nonresponsive. (See Section III.E of Prequalification Information)

A. Completeness

Did the Subcontractor provide all requested information in its submitted Prequalification Statement?

Yes No

B. Signed Under Penalty of Perjury

Is the Prequalification Questionnaire signed under penalty of perjury by an individual who has the authority to bind the Subcontractor on whose behalf he or she is signing?

Yes No

- 2. Incomplete, Misleading or Inaccurate Information** – if the answer to any of the questions is “yes,” then reject the Subcontractor.

A. Is the information provided by the Subcontractor is misleading or inaccurate in any material manner?

Yes No

B. Is any of the information contained in the Prequalification Package, including updates, if any, misleading or inaccurate? (If Subcontractor provided updates to correct/clarify information, then Prequalification Package can still be considered accurate.)

Yes No

- 3. Confirm Essential Criteria**

a. K-12 School Projects (See Section D. of Questionnaire)

Has the Subcontractor contracted for and completed construction involving a minimum of three (3) California K-12 public school projects, each with a subcontract value of at least \$50,000?

Yes No

(If no, then Subcontractor is not qualified)

b. License (See Section C.9. of Questionnaire)

Has the Subcontractor held all current, active contractor's license(s) necessary to perform its work?

Yes No

(If no, then Subcontractor is not qualified)

c. Registration (See Section C.8. of Questionnaire)

Is the Subcontractor currently registered as a Public Works Contractor with the Department of Industrial Relations?

Yes No

(If no, then Subcontractor is not qualified)

d. Disqualification (See Sections C.12. and C.13. of Questionnaire)

Has the Subcontractor ever been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California pursuant to Labor Code section 1777.1 or section 1777.7?

Yes No

(If yes, then Subcontractor is not qualified)

e. Insurance (See Section C.15. of Questionnaire)

Does Subcontractor have liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?

Yes No

(If no, then Subcontractor is not qualified)

f. Workers Compensation (See Section C.16. of Questionnaire)

Does Subcontractor have current workers' compensation insurance policy as required by the California Labor Code or is legally self-insured pursuant to California Labor Code section 3700 *et seq.*?

Yes No

(If no, then Subcontractor is not qualified)

- g. Criminal Matters and Related Civil Suits (See Section C.18. and C.19 of Questionnaire)

Has the Subcontractor, or any of its owners or officers, shall not have been convicted of a crime involving the bidding, award or performance of a contract of a government construction project or fraud, theft, or any other action of dishonesty within the past five (5) years?

Yes No

(If yes, then Subcontractor is not qualified)

4. Contact References

The District must contact each of Subcontractor's references from a minimum of three (3) of its most recent K-12 school district projects, unless the Subcontractor has not completed three (3) school district projects, in which case, the District will contact all of the Subcontractor's references for school projects plus the most recent references from other projects so that the District contacts a minimum of three (3) references for Subcontractor.

5. Complete Evaluation Worksheet

Insert total score from evaluation worksheet

Subcontractor must have 52 out of 110 points or higher to qualify

Total Points

6. Appeal Process

If the Subcontractor decides to appeal the District's qualification decision, it shall follow this procedure:

- a. Subcontractor shall submit within three (3) working days from notification, a written request to the District asking for an explanation of any aspect of the District's determination.
- b. Within three (3) working days from receipt of the District's written response to the subcontractor's request, subcontractor may submit, in writing, a request for reconsideration by the District's staff. Subcontractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the subcontractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.

ORANGE UNIFIED SCHOOL DISTRICT

PROSPECTIVE MEP SUBCONTRACTOR FOR ALL DISTRICT PROJECTS

DISTRICT USE – PREQUALIFICATION EVALUATION REFERENCE FORM (MEP)

(To Be Utilized By District To Evaluate References)

The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Subcontractor's performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and enter the average of the Total Numerical Rating of all the Evaluation Reference Forms for that Subcontractor at the corresponding place on the Evaluation Worksheet.

Section I - General Project Information

Name of Subcontractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency/School District:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:
General/Prime Contractor:	Name of Contract Person for General/Prime Contractor:
Telephone Number of Contact Person for General/Prime Contractor:	Date and Time of Interview of Contact Person for General/Prime Contractor:

Section II – Telephone Interview Questions

1. Planning and Coordination of Work

Did the Subcontractor pursue and develop a thorough understanding of the scope of work? Did the Subcontractor proactively anticipate and coordinate agencies and jurisdictions, and utilities shutdown schedules and mechanics? Was the Subcontractor able to plan and execute complex critical path tasks for successful completion? **Please rate the Subcontractor with respect to quality of work as either unsatisfactory, below average, average, or above average.**

2. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Subcontractor? Was the Subcontractor cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the subcontractor with respect to quality of work as either unsatisfactory, below average, average, or above average.**

3. Performance and Accountability

- a. Scheduling - Rate the Subcontractor's performance with regard to adhering to project schedules. Did the Subcontractor meet the project schedule? If not, was the delay attributable to the Subcontractor? **Please rate the subcontractor with respect to scheduling as either unsatisfactory, below average, average, or above average.**

- b. Subcontractor (Project) Management - Rate the Subcontractor's ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Subcontractor's overall project management). Was the Subcontractor able to effectively resolve problems? If not, provide specific examples. **Please rate the subcontractor with respect to project management as either unsatisfactory, below average, average, or above average.**

- c. Change Orders - Rate the Subcontractor's performance with regard to change orders and extras. Did the Subcontractor unreasonably claim change orders or extras? Were the Subcontractor's prices on change orders and extras reasonable? If not, provide specific examples. **Please rate the subcontractor with respect to change orders as either unsatisfactory, below average, average, or above average.**

- d. Working Relationships - Rate the Subcontractor's working relationships with other parties (i.e. owner, designer, prime contractors, other subcontractors, etc.). Did the Subcontractor relate to other parties in a professional manner? If not, provide specific examples. **Please rate the subcontractor with respect to working relationships as either unsatisfactory, below average, average, or above average.**

- e. Paperwork Processing - Rate the Subcontractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Subcontractor submit the required paperwork promptly and in proper form? If not, provide specific examples. **Please rate the subcontractor with respect to paperwork processing as either unsatisfactory, below average, average, or above average.**

[RATING SHEET ON FOLLOWING PAGE]

Section III - Numerical Rating

If the contact person rates the Subcontractor unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Subcontractor's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	RATING
1. Planning and Coordination of Work	-5	0	7	15	
2. Quality of Work	-5	0	1	5	
3. Performance and Accountability					
a. Scheduling	0	1	2	4	
b. Supervision; Subcontractor and Project Management	0	1	3	5	
c. Change Orders	0	1	2	4	
d. Working Relationship	0	0	1	2	
e. Paperwork Processing	0	0	1	2	
f. Litigation	0	0	3	3	
<i>Maximum Possible: 40</i>					
TOTAL:					

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ORANGE UNIFIED SCHOOL DISTRICT

PROSPECTIVE MEP SUBCONTRACTOR FOR ALL DISTRICT PROJECTS

MEP SUBCONTRACTOR PREQUALIFICATION EVALUATION WORKSHEET FOR DISTRICT USE

Name of Subcontractor: _____

1. Essential Criteria

If any one of the essential criteria is not met, there is no need to complete the remainder of the evaluation if this is the case.

2. References

Use the attached Evaluation Reference Form for each reference contacted for each subcontractor. Insert the average of all the scores from all references for Subcontractor.

_____ Points

Average Numeric Rating from Evaluation Reference Forms	=	40 Points
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3. Years in Business Under Current License (See Section C.6. of Questionnaire)

More than 10 years	=	10 Points
5 to 10 years	=	5 Points
Less than 5 years	=	0 Points

_____ Points

4. Size of Completed Projects (See Section D of Questionnaire)

Choose the one with the highest point value that contractor meets.

3 Completed Projects larger than \$3 million	=	10 Points
5 Completed Projects larger than \$2 million	=	8 Points
3 Completed Projects larger than \$2 million	=	6 Points
3 Completed Projects larger than \$1 million	=	4 Points
3 Completed Projects larger than \$250,000 thousand	=	2 Points

District Use Only:

Two projects used for rating development: Highest: _____ 2nd Highest: _____

Average combined total: _____ x 1.33 = \$ _____

Average public works project experience value: \$ _____ (Above total rounded to nearest \$100,000)

5. **Liquidated Damages Per Project** (See Section C.11.of Questionnaire)

0 Incidents	=	10 Points
1 to 3 Incidents	=	5 Points
4 or more Incidents	=	0 Points

_____ Points

6. **Non-Compliance with Applicable Laws** (See Sections C.12, 18, 19, 20, 21, 23, 24, 25 and 26 of Questionnaire)

0 Projects	=	10 Points
1 to 5 Projects	=	5 Points
6 or more Projects	=	0 Points

_____ Points

7. **Workers Compensation Modifier** (See Section C.23 of Questionnaire)

Less than or equal to 0.85	=	10 Points
More than .85 and less than 1.0	=	5 Points
More than 1.0	=	0 Points

_____ Points

8. **Financial Strength – Working Capital** - excluding entire line of credit (See Section E of Questionnaire)

25% or more than \$1 million	=	10 Points
10% or more than \$500,000	=	5 Points
Less than 10% or \$500,000	=	0 Points

_____ Points

9. **Financial Strength – Net Worth** (See Section E of Questionnaire)

More than \$2 million	=	10 Points
Equal to \$1 million	=	5 Points
Less than \$1 million	=	0 Points

_____ Points

Maximum Points:	= 110
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TOTAL POINTS

[END OF DOCUMENT]