



## **HAWTHORNE SCHOOL DISTRICT**

**13021 S. Yukon Ave.  
Hawthorne, CA 90250**

**December 21, 2023**

**RFQ No. RQ23-24-6A**

**REQUEST FOR QUALIFICATIONS**

**OUTDOOR WALK-IN REFRIGERATOR AND FREEZER UNITS**

**DESIGN-BUILD SERVICES**

**Mandatory Pre-Submittal Conference:                      January 10, 2024                      11:00 AM Sharp!**

**RFQ Submittal Date:    January 23, 2024                      2:00 PM Sharp!**

**HAWTHORNE SCHOOL DISTRICT**  
**REQUEST FOR QUALIFICATIONS**  
**OUTDOOR WALK-IN REFRIGERATOR AND FREEZER UNITS**  
**DESIGN-BUILD SERVICES**  
**RFQ No. RQ23-24-6A**

NOTICE IS HEREBY GIVEN that the Hawthorne School District of Los Angeles County, California, acting by and through its Governing Board, hereinafter referred to as the "Owner" or "District," is seeking to prequalify design-build entities ("DBE") wishing to submit a proposal for the District's Outdoor Walk-in Refrigerator and Freezer Units Turnkey Project ("Project"), in accordance with Education Code Section §17250.10 et seq., and Sections 200.318(a) and 200.320(b)(2) of Title 2 of the Code of Federal Regulations ("CFR") permits the use of design-build procurement, subject to compliance with its provisions and those of Part 200 of CFR Title 2, when such procurement procedures are consistent with State and local laws. Only Proposers that have been prequalified by the District in response to this Request for Qualification ("RFQ") will be eligible to submit proposals in response to the District subsequent Request for Proposals ("RFP") for the Project.

Proposers to this RFQ shall submit a fully completed and sealed Statement of Qualifications ("SOQ"), using the District's standard prequalification questionnaire for DBE that is based on the document developed by the Director of the Department of Industrial Relations ("DIR"), (EC §17250.25(b)).

There will be a mandatory **Pre-Submittal Conference on January 10, 2024, at 11:00AM Sharp, at the HSD Learning Center, 13928 Kornblum Ave., Hawthorne, CA 90250**. Any DBE who fails to attend the entire mandatory Pre-Submittal conference will be deemed non-responsive to the requirements of this RFQ and shall not be eligible to participate in the subsequent RFP.

All SOQs are due on **January 23, 2024, at 2:00 p.m. sharp!** The SOQs shall be received in the Office of the **Hawthorne School District, Purchasing Department, at 13021 S. Yukon Ave., Hawthorne, California 90250**. SOQs received after the scheduled date, date, and location stipulated herein, or after any extensions shall be returned unopened. Oral, telegraphic, facsimile, telephone, or email SOQs will not be accepted. All SOQs shall be made and presented only on the forms presented by the Owner. Allocate extra time due to parking restrictions in the area.

The District reserves the right to reject any or all SOQs and to waive any irregularities, informalities, and or omissions in the information contained in any SOQ, and to make all final determinations, including non-responsiveness. The District may use other sources of information outside of the SOQs to investigate Proposers or verify answers.

The DBE's SOQ must be certified under penalty of perjury by the Proposer. If any information provided by a Proposer becomes inaccurate, the Proposer must immediately notify the District and provide updated, accurate information in writing, under penalty of perjury. The District reserves the right to suspend or rescind prequalification status at any time based on subsequently learned information.

The Proposer is advised that all inquiries and clarifications about the RFQ Documents, Drawings, Specifications, etc., shall be submitted to the District in writing on or before **January 16, 2024 by 4:00 PM Sharp!** The District will respond at its earliest possible opportunity. Verbal communication by either party with regard to this RFQ is invalid. Inquiries shall be sent in writing to Aneska I. Kekula, Purchasing Director at [ikekula@hawthorne.k12.ca.us](mailto:ikekula@hawthorne.k12.ca.us) or mailed to Aneska I. Kekula, at Hawthorne School District, 13021 S. Yukon Ave., Hawthorne, CA 90250. Proposers are solely responsible for ensuring their written inquiry is received prior to this deadline and the District is not responsible for any delays or errors in delivery. Proposers are responsible for reviewing the District's websites at <https://www.hawthornesd.org/departments/purchasing/bids>, and incorporating any and all clarifications provided therein into their proposals.

**Publications:**

District's website at <https://www.hawthornesd.org/departments/purchasing/bids>

Herald Publication: 1<sup>st</sup> Publication: December 21, 2023

2<sup>nd</sup> Publication: December 28, 2023

## A. INTRODUCTION

Pursuant to Education Code section 17250.10 et seq. and section 200.318(a) and 200.320(b)(2) of Title 2 of the Code of Federal Regulations, the District is seeking a DBE for a design-build construction delivery method for the Outdoor Walk-in Refrigerator and Freezer Unit Turnkey Project (the "Project"), to be located at the HSD Learning Center, 13928 Kornblum Ave., Hawthorne, CA 90250. The Project is further defined in **Appendix A**.

The selected DBE must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services as needed to complete the Project. In addition, the selected DBE shall have experience with both design and construction of public facilities work, outdoor refrigerators and freezers units, and installation of outdoor refrigerators and freezers, and in working with the local utility companies, and local governing agencies having jurisdiction for this project.

The selected DBE must be registered with the Department of Industrial Relations ("DIR") as required by law. The selected DBE will be required to comply with the Labor Code prevailing wage requirements, skilled and trained workforce requirements, and the District's bonding and insurance requirements. The selected DBE shall be required to work cooperatively with District staff, all other technical consultants, the criteria architect, the project inspector, and any program and/or construction manager, if any, retained by the District for the Project.

## B. DESIGN-BUILD PROCUREMENT PROCESS

Pursuant to Education Code section 17250.25 and section 200.320(b)(2)(iii) which permits the award to a DBE whose proposal is most advantageous to the District, with price and other factors considered, the procurement of the DBE will follow two phases:

1. Prequalification – First, by this RFQ, the District will prequalify Proposers using a standard template request for statement of qualifications. After all SOQ's have been evaluated, the District will create a Short List of DBE and invite them to participate in the subsequent RFP process. The significant factors the District reasonably expects to consider in evaluating qualifications are identified in **Section J**, below.
2. Design-Build Competitive Process- Second, the District will issue an RFP, inviting only prequalified Proposers that are on the Short List, to submit competitive sealed proposals for this Project.
  - The numerical score from the RFQ will not carry over to the RFP scoring criteria.
  - The RFP selection will use a "best value" approach for the selection of the DBE.

All documents provided pursuant to this RFQ that are not otherwise a public record under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) shall not be open to public inspection.

The RFQ for prequalification will require that the information be certified under penalty of perjury by the DBE and its general joint partners or joint venture members.

## C. SIGNATURE

Hard copies of the proposal and all other documents must be signed in permanent ink in the name of the Proposer and must bear the signature in longhand of the person or persons duly authorized to sign the bid.

If Proposer is a corporation, the legal name of the corporation shall first be set forth, together with two signatures: one from the President and one from the Secretary or Assistant Secretary. Alternatively, the signature of other authorized officers or agents may be affixed, if a certified copy of the resolution of the corporate board of directors authorizing them to do so is provided to the Owner. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal.

If the Proposer is a partnership, the true name of the firm shall first be set forth, together with the names of all persons comprising the partnership or co-partnership. The proposal must be signed by all partners comprising the partnership unless proof in the form of a certified copy of a statement of partnership acknowledging the signer to be a general partner is presented to the Owner, in which case the general partner may sign.

Proposals submitted as joint ventures must so state and be signed by each joint venturer.

Proposals submitted by individuals must be signed by the bidder unless an up to date power- of-attorney is on file in the Owner office, in which case, said person may sign for the individual.

The above rules also apply in the case of the use of a fictitious firm name. In addition, however, where a fictitious name is used, it must be so indicated in the signature.

#### D. PROJECT DESCRIPTION

See Appendix A for the description of the Project.

#### E. ESTIMATED PROJECT BUDGET

The estimated budget for the design, equipment, construction, and etc. of this turnkey project is **one million one hundred ten thousand dollars (\$1,110,000.00)**. The district reserves the right to change the Project cost prior to contract award through addenda and after contract award in accordance with the design-build contract.

#### F. TENTATIVE SCHEDULE

The District anticipates that the schedule of events in connection with this RFQ and subsequent RFP will be as set forth below. However, the District reserves the right, in its sole discretion and at any time prior to entering into an agreement for this Project, to alter its anticipated schedule as related to this RFQ and subsequent RFP.

<u>Event</u>	<u>Anticipated Date</u>
Legal Ad:	December 21, 2023 & December 28, 2023
Mandatory Pre-Submittal Conference:	January 10, 2023 @ 11:00 a.m. sharp.
RFQ Deadline for Request for Information (RFI):	January 16, 2024 @ 4:00 p.m.
RFQ SOQs Due:	January 23, 2024 @ 2:00 p.m. sharp.
Notice to Prequalified Proposers on Short List:	January 29, 2024
Issue RFP to short listed DBEs:	February 5, 2024
RFP Deadline for Request for Information (RFI):	February 12, 2024 @ 4:00 p.m.
RFP Due:	February 20, 2024 @ 2:00 p.m
Interviews with 2 highest ranked, If applicable:	TBD
Finalize Contract:	February 28, 2024
Recommendation to Board of Trustees:	March 13, 2024 (Tentative)
Notice-to-Proceed:	March 25, 2024 (Tentative)
Anticipated Start Date:	March 27, 2024 (T
Anticipated Completion Date:	TBD

#### G. DISTRICT STANDARDS

The District has a list of District Standards of materials and procedures that the design-build entity shall follow. It will be made available for review at the time the Request for Proposal is released.

#### H. LABOR REQUIREMENTS

The DBE and all its subcontractors shall comply with the requirements set forth in Division 2, Part 7, Chapter 1 of the Labor Code. The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this work is to be performed for each craft, classification or type of worker needed to execute the Contract. These per diem rates, including holiday and overtime work, as well as employer payments for health and welfare, pension, vacation, and similar purposes, are on file at the District, and are also available from the Director of the Department of Industrial Relations. Pursuant to California Labor

Code section 1720 et seq., it shall be mandatory upon the DBE to whom the Contract is awarded, and upon any subcontractor under such Contractor, to pay not less than the said specified rates to all workers employed by them in the execution of the Contract.

A DBE or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in the Labor Code, unless currently registered and qualified to perform public work pursuant to Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

The DBE and all subcontractors shall furnish certified payroll records as required pursuant Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 on at least on a monthly basis (or more frequently if required by the District or the Labor Commissioner) and in a format prescribed by the Labor Commissioner. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

The DBE and all subcontractors of any tier must comply with the requirements set forth in Education Code section 17250.25 (c), including providing an enforceable commitment that the DBE and all subcontractors of any tier will use a "skilled and trained workforce" to perform all work on the Project that falls within an apprenticeable occupation in the building and construction trades in accordance with Public Contract Code section 2600 et seq.

## I. RFQ PROVISIONS

The following information applies to all DBE who will submit a response to this RFQ and will be providing the services listed below. Proposing firms will bear all costs of this RFQ.

1. Only DBE, as defined by Education Code section 17250.15, are eligible to submit a response to the RFQ.
2. The proposer shall submit all requested information specified in the RFQ solicitation. The SOQ is the proposer's response to the RFQ. The SOQ must set forth full, accurate and complete information as required by this solicitation, including attachments.
3. Shall provide the freezer and refrigerator unit, and all materials, supplies, and labor as outlined in Appendix A

## J. RFQ EVALUATION CRITERIA PROCESS

The RFQ will be evaluated as listed below:

1. First, to be deemed responsive and qualify for the evaluation process, a proposal must be timely submitted and materially satisfy all mandatory requirements identified in this RFQ. Submitted proposals will be initially screened for completeness. Proposals that are not materially complete, at the District's discretion, will not be evaluated further.
2. Second, the remaining proposals will be evaluated based on the individual sections of the Prequalification Questionnaire provided in **Appendix B**, to determine if the DBE is "pre-qualified" or "not qualified." The DBE must individually pass all six (6) scored sections in the Prequalification Questionnaire SOQ to become "pre-qualified". The total maximum number of points is 220; A total Score from the "Prequalification Questionnaire SOQ" **at or above 150** will prequalify a DBE.

Prequalification Questionnaire Statement of Qualifications Sections:

- a. Section 1 – Pass/Fail Questions
- b. Section II – DBE's Information
- c. Section III - DBE's Bonding Company (Surety) Information
- d. Section IV - DBE's Insurance Information
- e. Section V - Essential Criteria Questions
- f. Section VI - Project References

3. The significant methodology factors that the district reasonably expects to consider in evaluating qualifications are listed below:

TECHNICAL CRITERIA	MEASUREMENT
A. Project Design Experience.	Related project design expertise and experience based on but not limited to the criteria listed in this RFQ.
B. Project Construction Experience	Related project construction expertise and experience based on but not limited to the criteria listed in this RFQ.
C. Capacity & Methodology	The District will evaluate the prospective DBE ability to provide the services, fulfill the requirements, and the expectations of the District.
D. Safety Record	The District will consider and rate the Firms' and Member's safety record based on but not limited to the EMR criteria listed in this SOQ.
E. Financial Stability	The District shall evaluate the Company's financial solvency to support a contract for the services requested in this RFQ.
F. Bonds & Insurance	The Firm's capacity to obtain the required Bonds and Insurance.
G. Licenses & Registrations	Able to provide all the required licenses and registrations to design and construct the Project, with no recent revocations or suspensions.
H. Performance History	Able to establish performance history, including an absence of criminal or civil violations or significant disputes. And enforceable commitment to use a skilled and trained workforce for this project.

4. A review and evaluation committee that the District intends to be composed of key personnel from within and possibly from outside the District will review and evaluate all SOQs. Responses to this RFQ will be kept confidential to the extent permitted by law. Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria discussed above. Final selection of a DBE shall be at the discretion of the District. After completing its evaluation, the District shall notify proposers selected for prequalification via email.

Prequalification is at the sole discretion of the District. The District reserves the right to waive irregularities and omissions in the information contained in any Prequalification Questionnaire SOQ, and to make all final determinations. The District further reserves the right to suspend or rescind prequalification status at any time based on subsequently learned information.

The District makes no representation that participation in this RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any SOQ or other response to this RFQ.

**K. RESTRICTIONS ON LOBBYING AND CONTRACTS**

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the District, Board of Education, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the respondent submitting a SOQ.

**L. STANDARD SUBMITTAL TEMPLATE FOR STATEMENT OF QUALIFICATIONS**

Attached hereto as **Appendix B** is the District's prequalification questionnaire submittal template. Proposers must complete the prequalification questionnaire submittal template, certify its answers under penalty of perjury, and attach all information requested therein. The completed, certified prequalification submittal template, together with all attachments, constitutes respondent's SOQ.

Each SOQ must be certified under penalty of perjury. If any information provided by a proposer becomes inaccurate, the proposer must immediately notify District and provide updated, accurate information in writing, under penalty of perjury.

A proposer's safety record shall be deemed acceptable if its experience modification rate for the most recent three-year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period does not exceed the applicable statistical standards for its business category.

#### **M. PROPOSAL PROTEST PROCEDURE**

A DBE may file a protest if the award is not in compliance with law, Board policy, or RFQ's specifications. A protest must be filed in writing with the Owner's Purchasing Department within three (3) working days after receipt of notification of the intent to award the contract and shall include all documents supporting or justifying the protest. An email address shall be provided and, by filing the protest, the protesting DBE consents to receipt of email notices for purposes of the Protest and Protest related questions and Protest Appeal, if applicable. The protest shall specify the reasons and facts upon which the protest is based. A DBE's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract, and shall also constitute a failure to exhaust an available administrative remedy and bar any further action.

a. Resolution of Proposal Controversy: Once the proposal protest is received, the apparent awarded DBE will be notified of the protest and the evidence presented. If appropriate, the apparent awarded DBE will be given an opportunity to rebut the evidence and present evidence that the apparent low DBE should be allowed to provide the services. If deemed appropriate by the Owner, an informal hearing will be held. Owner will issue a written decision within fifteen (15) days of receipt of the protest unless factors beyond the Owner's reasonable control prevent such resolution. The Decision on the RFQ Protest will be copied to all parties involved in the protest.

b. Finality. The decision made by the District concerning the Proposal controversy will be final and not subject to any further Appeals.

c. Failure to comply with this Proposal Protest Procedure shall constitute a waiver of the right to protest and shall constitute a failure to exhaust the protesting Vendor's administrative remedies.

#### **N. EQUAL OPPORTUNITY**

The DBE shall certify that it is an Equal Opportunity Employer and has made a good faith effort to improve minority employment and agrees to meet federal and state guidelines. Legal residents of the United States of America shall be used in providing all services under this RFQ. DBE shall not discriminate nor permit discrimination against any person because of race, color, religion, age, national origin, ancestry, creed, handicap, sexual orientation, or union membership in the performance of the work, including but not limited to preparation, manufacturing, fabrication, installation, erection and delivery of all supplies and equipment. In the event of receipt of such evidence of such discrimination by the DBE or its agents, employees or representatives, District shall have the right to rescind and terminate the contract. The successful DBE agrees to include the paragraph above with appropriate adjustments in all subcontracts, which are entered into for work to be performed pursuant to the contract.

#### **O. RFQ PACKAGE REQUIREMENTS**

Three (3) hard copies of the proposal one marked "Original," two copies, and one (1) digital copy on a CD or pen drive, the proposal shall be submitted in a three-ring loose-leaf binder if DBE are submitted in any other type of binding (i.e., spiral). All RFQ packages, hard or electronic copy, will bear on the outside of the sealed envelope, the name of the DBE, address telephone number, the Owner's name, RFQ number and title. The District may reject proposals that do not include the properly required attachments.

Proposals should be divided by tab sections (1 through 5) in accordance with the items listed below. Responses should be limited to thirty (30) pages; the page limit does not include the table of contents, cover letter, certifications, attachments, job descriptions, etc.). The Proposal shall be divided into tab sections according to the items in the index; this will assist the evaluation team in identifying items and information submitted with the SOQ. To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification, as non-responsive to proposal documents. The content and sequence of the proposal will be as follows:

**Tab 1: Cover Letter** - A maximum of two (2) pages, dated Introductory Letter must be submitted including the legal name of the DBE, address, telephone and fax numbers, e-mail and the name, title, and signature of the person(s) authorized to submit the proposal on behalf of the DBE, stating the qualifications, and experience in providing the services as outlined in the RFQ.

**Tab 2: Appendix B** – Insert completed and signed Prequalification Questionnaire Statement of Qualification document.

**Tab 3: Licenses** – Provide copies of any and all licenses.

**Tab 4: Financial Capacity**– Submit an audited or reviewed financial statement for the past two (2) full fiscal years. Financial statements that are not either reviewed or audited are not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

**Tab 5: Additional Supporting Documents** – submit any backup or supporting documents in this tab.



## APPENDIX A

### PROJECT DESCRIPTION

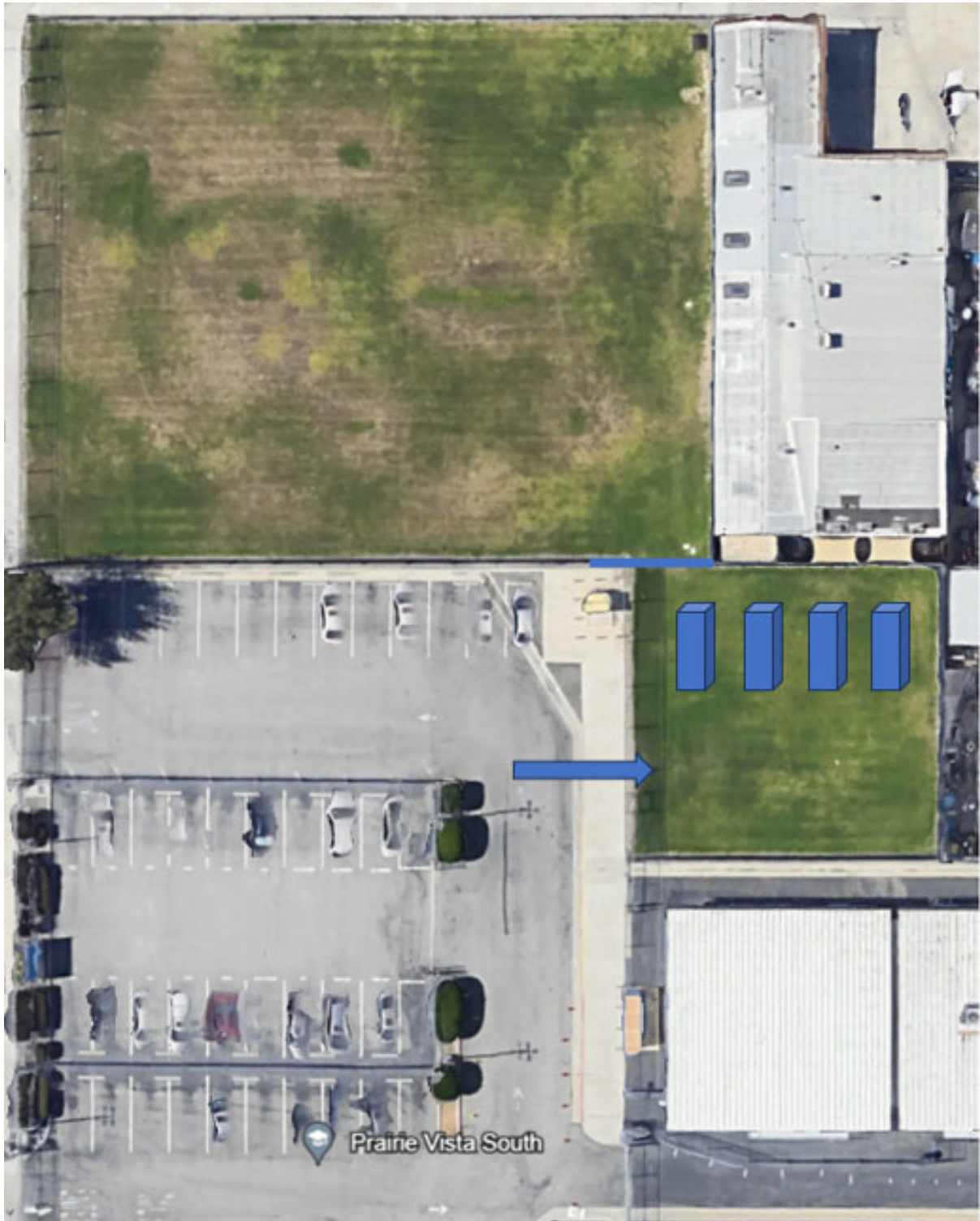
This project consists of the design-build construction delivery method for the outdoor walk-in refrigerator and freezer units, to be located at the HSD Learning Center, 13928 Kornblum Ave., Hawthorne, CA 90250. The area is undeveloped and is approximately 4,485 sf. The proposed project includes new outdoor walk-in refrigerator (1), freezers (2), and dry storage (1) units, the size of each unit shall not exceed 250 sf. The units shall also include pallet racks and wall protectors. The dimensions of the shall be approximately 13'10" W X 18' L x 10' H. Insulation 4" foamed in place Urethan, with hand nose tongue and groove high density urethane perimeter. Embossed Acrylume interior. 4" insulated floor with 4" concrete finish. The door for each unit shall be 60" x 84" flush mounted, self-closing with magnetic gasket. Accessories shall include 8 LED light fixtures, 1 EPS sloped foam roof, 1 3-way light switch w/LED thermometer, 1 duralast membrane roof cap, heated concrete threshold, rain gutter, and seismic anchoring. Refrigeration, 2 – 3.5 HP low temp, R-448a, condensing unit with balancing evaporator 208/230/3. All condensing units are provided with pressure controls, timer, sight glass, and dryer. All evaporator coils are provided with energy savings controllers, expansion valves, solenoids, and thermostat.

The site development work includes a new entry driveway, site work/irrigation, removal of grass, asphalt, rough grading, lighting/poles, curbs and gutters, gate, rolling gate, installation of walk-in units (4), fencing, water, storm drain, electrical, and other required utilities. Coordination to obtain all local jurisdictional agency plan approvals and permitting is required, but fees/permit costs will be paid for by the District.

In addition to constructing the Project, the Contractor's responsibilities include, but are not limited to:

- Value engineering.
- Procurement of long lead materials and products.
- Master scheduling the Project per preliminary master schedule, milestones established by the district; and
- Budgeting for the Project.

The estimated budget is \$1,100,000.00.



**APPENDIX B**

**PREQUALIFICATION QUESTIONNAIRE  
STATEMENT OF QUALIFICATIONS  
RFQ NO. RQ23-24-6A**

<b>Company Name ("DBE, Contractor, or Firm"):</b>
Address:
Telephone:
Mobile telephone:
E-mail:
Years in business under current company name:
Years at the above address:
Types of work performed with own forces:
Name of license holder exactly as on file with the California State License Board:
License classification(s):
License Number(s):
License expiration date(s):
<b>Architect of Record</b> - The architect of record is the architect whose stamp will appear on the project Construction/Contract Documents:
Name of license holder exactly as on file with the California Architects Board ("CAB"):
License No.:
Issue Date:
Expiration Date:
Has any CAB license held by the architect of record been suspended or revoked within the last 5 years?    Yes    No If yes, explain on a separate signed sheet.
Has the architect of record changed names or license numbers in the past 5 years?    Yes    No If yes, explain on a separate signed sheet.
<b>Engineer(s)</b> - Engineering services will be dictated by the nature of the project. The DBE should respond for all in-house engineers or consulting engineers that will provide services on this project. If relevant, use additional signed sheets to respond for multiple engineering disciplines.
Name of license holder exactly as on file with the Board of Professional Engineers, Land Surveyors, and Geologists ("BPELSG"):
License No.:
Issue Date:
Expiration Date:
Has any BPELSG license held by the architect of record been suspended or revoked within the last 5 years?    Yes    No If yes, explain on a separate signed sheet.
Has the engineer changed names or license numbers in the past 5 years?    Yes    No If yes, explain on a separate signed sheet.

<b>Mechanical, Electrical, Plumbing, Subcontractor(s), or other Trade Partners</b> - If utilizing in the design of the project, respond for all Member electrical, or plumbing ("MEP") contractors. If relevant, use additional signed sheets to respond for multiple MEP contractors.
Name of license holder exactly as on file with the California Architects Board ("CAB"):
License No.:
Issue Date:
Expiration Date:
Has any CAB license held by the architect of record been suspended or revoked within the last 5 years?    Yes      No If yes, explain on a separate signed sheet
Has the architect of record changed names or license numbers in the past 5 years?    Yes      No If yes, explain on a separate signed sheet.

<b>SECTION NO. I: PASS/FAIL QUESTIONS</b>
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1.	Has your Firm contracted for and completed construction of a minimum of: <ul style="list-style-type: none"> <li>• <b>Five (5)</b> California K-12 public school district construction projects,</li> <li>• Each with a value of at least <b>\$1,000,000</b>, and</li> <li>• All within the past <b>five (5) years</b>?      (Please circle one).</li> </ul> <p><b>NOTE: You must list these projects in the "Contractor Project References" Section.</b></p>	<u>YES</u> <u>NO</u>
2.	Does your Firm currently hold all contractor's license(s) necessary to perform the work and have those license(s) been consistently active for at least <b>five (5) years</b> without revocation or suspension? (Please circle one).	<u>YES</u> <u>NO</u>
3.	Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past <b>five (5) years</b> ? (Please circle one).	<u>YES</u> <u>NO</u>
4.	Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past <b>five (5) years</b> and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle one).	<u>YES</u> <u>NO</u>
5.	Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving: <ul style="list-style-type: none"> <li>(1) Bidding for, awarding of, or performance of a contract with a public entity.</li> <li>(2) Making a false claim(s) to any public entity; or</li> <li>(3) Fraud, theft, or other act of dishonesty,</li> </ul> To any contracting party within the past <b>five (5) years</b> ?      (Please circle one).	<u>YES</u> <u>NO</u>
6.	Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to: <ul style="list-style-type: none"> <li>(1) Take over or complete a project,</li> <li>(2) Supervise the work of a project, or</li> <li>(3) Pay amounts to third parties,</li> </ul> related to construction activities of your Firm or an Associated Firm within the past <b>five (5) years</b> ? (Please circle one).	<u>YES</u> <u>NO</u>
7.	Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past <b>five (5) years</b> ? (Please circle one).  If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).	<u>YES</u> <u>NO</u>



**If you answered:  
"NO" to questions 1-2 or**

**“YES” to questions 3-7,  
You are presumptively not eligible for pre-qualification at this time. Zero Points shall be assessed.**

You may attach additional pages that explain or provide evidence of mitigating circumstances for the District's consideration. Notwithstanding, the District reserves the right, in its sole discretion, to disqualify any contractor based on failure of an essential criteria.

If found eligible for pre-qualification  
**Section I – Maximum Points Per Question: 0-5**

**SECTION NO. II: DESIGN-BUILD ENTITY INFORMATION**

**A. Gross revenue of the DBE for the past three (3) years:**

\$	\$	\$
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Submit an audited or reviewed financial statement for the past two (2) full fiscal years. Financial statements that are not either reviewed or audited are not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

**Section IIA – Maximum Points: 0-5**

**B. Department of Industrial Relations registration number (Per Labor Code section 1725.5):**

List your firm's DIR Public Works Contractor (PWCR) Registration Number(s):

Number of years license holder has held the listed license(s):

Number of years Contractor has done business in California under contractor's license law:

Number of years Contractor has done business in California under current Contractor's license:

Has your Firm changed name(s) or license number(s) in the past five (5) years? ( Y / N ). If "yes", explain on a separate signed sheet, including the reason for the change.

Has there been any change in ownership of the Firm at any time in the past five (5) years? **NOTE:** A corporation whose shares are publicly traded is not required to answer this question. ( Y / N ). If "yes", explain on a separate signed sheet, including the reason for the change.

Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? **NOTE:** Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. ( Y / N ). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.

Indicate the form of Contractor's firm (type of business entity):

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: \_\_\_\_\_
- Limited Liability Company
- Joint Venture
- Other: \_\_\_\_\_

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership


For Firms that are Corporations:

1. Date incorporated: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_

For Firms that are Limited Liability Companies (LLC):

1. Date Article of Organization filed: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_

For Firms that are Partnerships:

1. Date incorporated: \_\_\_\_\_
2. Under the laws of what state: \_\_\_\_\_

For Firms that are Sole Proprietorships:

1. Date of commencement of business: \_\_\_\_\_

Identify every construction firm, contractor and/or construction management firm that the Contractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

Provide the name, address, and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to employ on any public works project award by the Hawthorne School District.

Name	Address	Phone

If your Firm operates its own State-approved apprenticeship Program:

- (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s):

(c) For each craft, list the number of apprentices employed by your firm and the number of individuals that completed the apprenticeships while employed by your firm during the last three years.

Craft	Year	No. Apprentices	No. Completed

**Section IIB – Maximum Points: 0-5**

### SECTION NO. III: FIRM'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):


Address(es) of those bonding company(ies):


Number of years Contractor has been with those bonding company/surety:

Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Provide the following information and documentation from your surety identifying the following:

Contractor's total current bonding capacity: \$ \_\_\_\_\_

Name of Bonding Company: \_\_\_\_\_

Name of Surety Agent: \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Section III – Maximum Points: 0-10**

### SECTION NO. IV: FIRM'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):


Address of those insurance company(ies):

“Best” rating(s) for those insurance company(ies):		
Number of years Contractor has been with those insurance company(ies):		
Name of broker/agent:		
Address of broker/agent:		
Telephone number of broker/agent:		
E-mail of broker/agent:		
Does your firm have a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,00 aggregate?		
DBE’s current insurance limits for the following types of coverage:		
Commercial General Liability	Combined Single Limit (per occurrence)	\$
	Combined Single Limit (aggregate)	\$
Product Liability & Completed Operations	(aggregate)	\$
	(per occurrence)	\$
Automobile Liability – Any Auto	Combined Single Limit (aggregate)	\$
Automobile Liability – Any Auto	Combined Single Limit (per occurrence)	\$
Employers’ Liability		\$
Builder’s Risk (Course of Construction)		
List your Firm’s and each Member’s Workers’ Compensation Experience Modification Rate for the past three (3) premium years. If the EMR was 1.00 higher in any of the past three (3) years, attach a letter of explanation		
(1) Current year:	(2)	(3)
List the total recordable injury(ies) or illness rate and the lost work rate for your Firm and each Member for the past three (3) years:		
Year	Incident Rate	Lost Work Rate
<b>Section IV – Maximum Points: 0-10</b>		

<b>SECTION NO. V: ESSENTIAL CRITERIA QUESTIONS</b>		
1.	Has your Firm paid a premium of more than two percent (2%) for a performance and payment bond on any project(s) within the past <b>five (5) years</b> ? (Please circle one).	YES NO
If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).		
2.	Has any insurer had to pay amounts to third parties that were in any way related to the construction activities of your Firm within the past five (5) years? (Please circle one).	YES NO
If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).		
3.	Has there been a period when your Firm had employees but was without workers’ compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle one).	YES NO



	If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).	
4.	Has your Firm declared bankruptcy or been placed in receivership within the past <b>five (5) years</b> ? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).	YES NO
5.	Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past <b>ten (10) years</b> ? (Please circle one). If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.	YES NO
6.	Has a project owner, general contractor, architect, or construction manager filed claim(s) in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager in the past <b>ten (10) years</b> ? If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).	YES NO
7.	Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past <b>five (5) years</b> ? (Please circle one). If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).	YES NO
8.	Has CAL OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past <b>ten (10) years</b> ? If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.	YES NO
9.	Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past <b>five (5) years</b> ? (Please circle one). If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.	YES NO
10.	Does your Firm require <b>weekly</b> , documented safety meetings to be held for construction employees and field supervisors during the course of a project? (Please circle one).	YES NO
11.	Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past <b>ten (10) years</b> ? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).	YES NO
For all questions in this section where an explanation is provided the district reserves the right to award some or all eligible points, in its sole discretion.		
<b>Section VI – Maximum Points Per Question: 0-5</b>		

### SECTION NO. VI: PROJECT REFERENCES

1. The District reserves the right to utilize all possible sources of information in making its determination, including but not limited to inquiries to regulatory state Boards and agencies; credit reports, inquiries to companies and public entities for which the DBE has previously performed work, reference checks and examination of all public records.
2. Identify a contact person and information for five (5) school districts or public entities to which your company has provided design-build services within the past three to five years. District staff will make only two attempts to reach each contact. Each reference will be asked ten (10) questions, the questions will be based on the following subject matters, but not limited to:
  - a. Quality of Work
  - b. Scheduling/Delivery

- c. Subcontractor/Project Management
- d. Change Orders
- e. Working Relationships
- f. Responsiveness
- g. On-Site DBE's Staff
- h. Paperwork Processing
- i. Project Completion
- j. Skilled and Trained Workforce

3. Questions will be scored on the rating scale listed below; any DBE scoring below the "meets" category shall be deemed non-responsive to the requirements of this RFQ. Each question asked has a point value from 1 to 10. If after two attempts are made and your reference does not respond to the District's inquiry the total point value for that reference shall be assessed as zero points.

**Rating Scale:**

- Exceeds: 90 to 100 pts
- Strong: 75 to 89 pts
- Meets: 51 to 74 pts
- Unsatisfactory: 0 to 50 pts

FAILURE TO FURNISH THE REFERENCES (IN THE COMPLETE FORMAT REQUIRED) MAY CAUSE YOUR BID TO BE REJECTED AS NON-RESPONSIVE.

**Section VI – Maximum points per question: 1- 10**

**Reference No. 1**

Organization's Name:		
Contact Person:	Contact Title:	
Street Address:	State:	Zip:
Contact Phone Number:	Email:	
Project architect name and telephone number:		
If contractor was a subcontractor on the project, name of general contractor and telephone number:		
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:		
Scope of work:		
Original completion date:		
Date completed:		
Initial contract value (as of time of contract award):		
Final contract value:		

**Reference No. 2**

Organization's Name:		
Contact Person:	Contact Title:	
Street Address:	State:	Zip:

Contact Phone Number:	Email:
Project architect name and telephone number:	
If contractor was a subcontractor on the project, name of general contractor and telephone number:	
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:	
Scope of work:	
Original completion date:	
Date completed:	
Initial contract value (as of time of contract award):	
Final contract value:	
<b>Reference No. 3</b>	
Organization's Name:	
Contact Person:	Contact Title:
Street Address:	State: Zip:
Contact Phone Number:	Email:
Project architect name and telephone number:	
If contractor was a subcontractor on the project, name of general contractor and telephone number:	
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:	
Scope of work:	
Original completion date:	
Date completed:	
Initial contract value (as of time of contract award):	
Final contract value:	
<b>Reference No. 4</b>	
Organization's Name:	
Contact Person:	Contact Title:
Street Address:	State: Zip:
Contact Phone Number:	Email:
Project architect name and telephone number:	
If contractor was a subcontractor on the project, name of general contractor and telephone number:	

Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:		
Scope of work:		
Original completion date:		
Date completed:		
Initial contract value (as of time of contract award):		
Final contract value:		
<b>Reference No. 5</b>		
Organization's Name:		
Contact Person:	Contact Title:	
Street Address:	State:	Zip:
Contact Phone Number:	Email:	
Project architect name and telephone number:		
If contractor was a subcontractor on the project, name of general contractor and telephone number:		
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:		
Scope of work:		
Original completion date:		
Date completed:		
Initial contract value (as of time of contract award):		
Final contract value:		

**PREQUALIFICATION SCORING CRITERIA**  
Section I through VI

		Pts	Y/N	Evaluation Score
<b>Section I</b>	<b>Pass/Fail Questions</b>			
	Question No. 1	0-5		
	Question No. 2	0-5		
	Question No. 3	0-5		
	Question No. 4	0-5		
	Question No. 5	0-5		
	Question No. 6	0-5		
	Question No. 7	0-5		
Total Score Section I (0-35)				
<b>Section II</b>	<b>Design-Build Entity Information</b>			
	A. Gross Revenue Information	0-5	--	
	B. DIR Registration (per LC 1725.5)	0-5	--	
Total Score Section II (0-10)				
<b>Section III</b>	<b>Firm's Bonding Company (Surety) Information</b>	<b>0-10</b>	<b>--</b>	
Total Score Section III (0-10)				
<b>Section IV</b>	<b>Firm's Insurance Information</b>	<b>0-10</b>	<b>--</b>	
Total Score Section IV (0-10)				
<b>Section V</b>	<b>Essential Criteria Questions</b>			
	Question No. 1	0-5		
	Question No. 2	0-5		
	Question No. 3	0-5		
	Question No. 4	0-5		
	Question No. 5	0-5		
	Question No. 6	0-5		
	Question No. 7	0-5		
	Question No. 8	0-5		
	Question No. 9	0-5		
	Question No. 10	0-5		
	Question No. 11	0-5		
Total Score Section V (0-55)				
<b>Section VI</b>	<b>Project References</b>			
	Question No. 1	0-10	--	

Question No. 2	0-10	--	
Question No. 3	0-10	--	
Question No. 4	0-10	--	
Question No. 5	0-10	--	
Question No. 6	0-10	--	
Question No. 7	0-10	--	
Question No. 8	0-10	--	
Question No. 9	0-10	--	
Question No. 10	0-10	--	

Total Score Section VI (0-100)

**TOTAL SCORE**


**Total Maximum Points 220**

**CERTIFICATION**

I the below indicated, certify and declare that I have read all the foregoing answers to this prequalification questionnaire submittal template, and that all answers 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.

\_\_\_\_\_  
Proper Name of Company

\_\_\_\_\_  
Name of Bidders Representative

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, and Zip

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

\_\_\_\_\_  
E-Mail

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Bidders Representative

**NOTE:** If Proposer is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents and the document shall bear the corporate seal; if Proposers is a partnership, the true name of the Proposers shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if Proposers is an individual, his signature shall be placed above.

All signatures must be made in permanent blue ink.