

CAMBRIAN SCHOOL DISTRICT

**PREQUALIFICATION QUESTIONNAIRE
FOR PROSPECTIVE CONTRACTORS
2024**

**CAMBRIAN SCHOOL DISTRICT
4115 JACKSOL DRIVE
SAN JOSE, CA 95124**

PREQUALIFICATION FOR CONSTRUCTION CONTRACTORS CAMBRIAN SCHOOL DISTRICT

I. BACKGROUND AND OVERVIEW

The Cambrian School District (District) is prequalifying trade contractors to bid to perform construction work on District facilities.

As a condition of bidding to perform any of the construction work on any of these facilities and/or on a project, and in accordance with California Public Contract Code 20111.5(e), the District requires prospective bidders to fully complete a prequalification questionnaire on forms supplied by the District including financial statements.

Once a contractor's prequalification statement is submitted, the District will notify the contractor if the Contractor meets the prequalification requirements and be issued invitations to bid.

If initially prequalified, Contractors will be prequalified for one calendar year following the date of initial prequalification. Contractors who are prequalified and continue to bid District work will be given the opportunity to recertify on an annual basis. Furthermore, information on the prequalification forms must be updated as a prequalified contractor's status of information changes. The District reserves the right to request contractor(s) to update prequalification forms at any time. The District also reserves the right to revoke, rescind, and/or reuse the prequalification status of a contractor.

Please complete the attached questionnaire and return to:

Cumming Group
Attn: Contracts Department
4020 Moorpark Ave #220
San Jose, CA 95117

Bids for construction projects will not be accepted unless a contractor is certified as prequalified by the District.

Prequalification packages will be kept confidential, however the District reserves the right to use some or all of the information provided in this form for evaluation purposes.

For information regarding the prequalification process please contact the Cumming Group Silicon Valley Regional Office at (408) 246-6327.

II. PROJECT DESCRIPTION

- A. The construction projects include multiple trade contracts for reconstruction, modernization, and new construction of District facilities.

III. PREQUALIFICATION PROCESS

The following process will govern the conduct of contractor prequalification for the District facilities. The contractor who submits prequalification responses thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

- A. Submittal. Prequalification Questionnaires may be submitted to the District at any time, however if the contractor is requesting initial prequalification for a specific project, the questionnaire must be received on or before the date and time indicated by the Notice to Contractors published for the specific project. All prospective licensed contractors who wish to qualify for work on District projects must submit a sealed Contractor Prequalification Questionnaire & Certification (Questionnaire) to:

Cumming Group
Attention: Contracts Department
4020 Moorpark Ave #220
San Jose, CA 95117

- B. Form. Each contractor must successfully complete the prequalification process and timely submit all documents as indicated in the Questionnaire. No other prequalification documents previously completed by contractor will meet these requirements. All information requested in the Questionnaire must be provided in order to be considered “responsive” to the requirements of prequalification. The Questionnaire shall be submitted as one package – it shall not be submitted “piecemeal.” Contractors shall submit one (1) completed Questionnaire with required attachments in “hard copy” format (i.e., 8-1/2” x 11” paper). Submission of an incomplete and/or unclear Questionnaire may result in a determination that the contractor is non-responsive.
- C. District’s Review. Information submitted in the Questionnaire shall not be public information and shall not be open to public inspection. Contractors that have submitted a Questionnaire shall receive written notification of their prequalification status. The District reserves the right to reject any or all responses to Questionnaire forms or to waive irregularities in any response received. The District also reserves the right to certify a contractor only up to a specific contract size or dollar amount.
- D. Addenda. Any addenda issued to the Questionnaire will be faxed, mailed, or sent by messenger service to all contractors known to the District to have received a

Questionnaire and who have provided a complete and legible physical address, telephone number, and fax number for receipt of addenda.

- E. Nonresponsiveness. A contractor's Questionnaire may be deemed nonresponsive if:
1. The Questionnaire is not returned on time.
 2. All information requested by the Questionnaire is not provided by the contractor.
 3. The Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the contractor on whose behalf they are signing.
 4. Information contained in the Questionnaire is not updated under penalty of perjury when it is no longer accurate.
 5. Any information provided by the contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after a contractor has been determined to be qualified, the District reserves the right to revoke that determination at any subsequent time, and to cease making payments, if it determines that any information provided by the contractor was incomplete, misleading, or inaccurate in any material manner.

IV. QUALIFICATION CRITERIA

A. Essential Criteria

As detailed herein, each potential contractor must provide specific information that will be reviewed and scaled by the District. Certain qualifications are essential. Any potential contractor who cannot satisfy all of the following items ("Essential Criteria"), regardless of the ranking or ability to meet other criteria, will not be prequalified:

1. School Projects. The contractor shall have contracted for and completed construction of a minimum of five (5) California public school district construction projects within the past five (5) years. Other projects under DSA jurisdiction will be considered for trades other than the General Contractor Trades.
2. Default or Bankruptcy. The contractor, either performing work under its current license or under other licenses through other entities, including a joint venture, must not have defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) years.
3. Licensure. The contractor shall hold a current, active license that has been consistently active for at least five (5) years and that has not been suspended or revoked.

4. Termination. The contractor must have not been terminated on work for any school district or other public agency within the State of California.

B. Other Criteria

As stated above, each contractor must satisfy all of the Essential Criteria, regardless of its ranking or ability to meet other criteria, or the contractor will not prequalify for District work. In addition, there are specific questions in the Questionnaire for which a specific numerical score will be given for specific answer(s). A contractor must receive a minimum number of points, regardless of its ability to meet other criteria, or the contractor will not prequalify for District work. The District is not obligated to prequalify a contractor who meets the Essential Criteria and receives at least the minimum number of points.

The District will use some or all of the following criteria in qualifying each contractor. The District reserves the right to modify the following criteria and to add or delete criteria at its sole discretion at any time prior to completion of the Prequalification process.

1. Previous Experience. The contractor shall demonstrate experience working on State projects approved by the Division of the State Architect (DSA), including the following:
 - a. Previous or current projects on similar types of projects that demonstrate high quality design, detailing, finishes and construction.
 - b. Experience in managing projects of similar scale and complexity with strict budget and schedule compliance.
2. Business History. The contractor has a history of having continuously been in business as a licensed contractor.
3. Bondability. The contractor must demonstrate that it can provide a 10% bid bond, a 100% payment bond, and a 100% performance bond which must each be issued by a surety admitted and authorized to transact business as a surety in California. In the event that the contractor is unable to obtain a bond in the time prescribed by the District, the contractor may be suspended from the qualified contractors list and not be allowed to bid on District projects until proof of bondability is provided.
4. Insurability. The contractor must demonstrate its ability to hold insurance as indicated in the Questionnaire.
5. Workers' Compensation Experience Modifier. The District will consider the contractor's Workers' Compensation Experience Modification Rate for the past five (5) years.
6. Violations of Regulations or Laws. The District will consider whether the Contractor in any of its forms has been found in violation of state public contract laws or regulations, including public bidding requirements.

7. Quality Control. The District will consider the contractor's quality, appropriateness, and thoroughness of quality control techniques and operations.
8. Personnel. Staff assignment to the key roles and commitment by the contractor to carry out a project, including availability of full-time representatives to the District throughout the duration of the project and clear lines of responsibility within the contractor's organization demonstrating effectiveness and responsiveness.
9. Financial Strength. The contractor's financial strength will be evaluated to determine the financial ability of the contractor to undertake specific projects.

V. APPEALING A QUALIFICATION FINDING

Contractor may appeal the District's decision by submitting, in writing, within three (3) working days from notification, a request for a written response from the District to explaining any aspect of the District's determination.

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 a meeting with the District's staff at which time contractor may submit information that it believes supports a finding that District's determination should be changed.

Within three (3) working days from receipt of the District's written response to the contractor's submittal of information, contractor may submit, in writing, a request for a meeting with the District's Assistant Superintendent at which time contractor may submit any previously submitted information that it believes supports a finding that District's determination should be changed.

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 that the District's finding be submitted to the District's governing board, at which time the contractor may address the Board pursuant to the Board's procedures for public inquiry.

2024 - CONTRACTOR PREQUALIFICATION QUESTIONNAIRE & CERTIFICATION

Each prospective contractor (“Contractor”) must be currently licensed and must submit the following information to establish its qualifications to bid to perform construction work on District facilities.

A. CONTRACTOR’S INFORMATION

Firm name: _____

Address: _____

Telephone: _____ Fax: _____

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. Type of corporation (e.g., S Corp., C Corp, LLC, etc.): _____

c. Under the laws of what state: _____

d. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent (10%) of the corporation’s stock. Attached all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

2. For Firms That Are Partnerships:

- a. Date of formation: _____
- b. Type of partnership (e.g., general, limited, etc.): _____
- c. Under the laws of what state: _____
- d. Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attached all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership

3. For Firms That Are Sole Proprietorships:

- a. Date of commencement of business: _____

C. ASSOCIATED FIRMS

Identify every construction firm and/or construction management firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attached all additional references and/or information on separate signed sheets. NOTE: For this question, “owner” and “partner” refer 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.

Person’s Name	Construction Firm Name	Firm’s CSLB License No.	Dates of Person’s Participation with Company

D. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the firm at any time during the past three 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 percent (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.

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. State your firm’s gross revenues for each of the past three (3) years:

Year	Gross Revenue
	\$
	\$
	\$

5. State your firm’s net profit for each of the past three (3) years:

Year	Net Profit
	\$
	\$
	\$

E. CONTRACTOR'S LICENSES

1. Contractor must be licensed in the State of California and must submit the following information:

a. Name of license holder exactly as on file with the California State License Board:

b. License classification(s): _____

c. License #'s: _____ Expiration Date(s): _____

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

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

f. Public Works Contractor Registration #: _____

2. Has your firm changed names or license number in the past five years?

Yes No If "yes," explain on a separate signed sheet, including the reason for the change.

F. PROJECT REFERENCES

Use exhibit A project sheet for each project to be evaluated for experience.

Provide exhibit A data sheets on at least *the 5 largest school* projects in which the Contractor has participated during the past five (5) years. The contractor may list other relevant projects that the District would like to have considered. Please ensure project references and telephone numbers are current.

To be prequalified for self-performed trade work, contractor must provide (5) exhibit A project sheets for projects in that specific trade.

District will assign points based on standardized questions that the District will ask Contractor's references.

G. EVALUATION CRITERIA

1. Essential Criteria

- a. Has your firm and/or any firm identified in Section B contracted for and completed construction of a minimum of five (5) California Public School District construction projects within the past five (5) years?

Yes No

- b. Has your firm and/or any firm identified in Section B and/or Section C ever defaulted on a contract within the past five (5) years or declared bankruptcy or been placed in receivership within the past five (5) years?

Yes No

- c. Has your firm and/or any firm identified in Section B held a current, active license that has been consistently active for at least five (5) years and that has not been suspended or revoked?

Yes No

- d. Has your firm and/or any firm identified in Section B 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 within the past five (5) years?

Yes No

- e. Has your firm and/or any firm identified in Section B and/or Section C ever been terminated by any school district or other public agency on any project for any school district or other public agency within the State of California?

Yes No

2. Other Criteria

- a. Has your firm and/or any firm identified in Section B and/or Section C ever been assessed any penalties for non-compliance with state public contract laws and/or regulations, including public bidding requirements, within the past five (5) years? If yes, indicate on separate signed sheet(s) the project name(s), violation(s) and date(s) of incidents.

Yes No

- b. Has your firm and/or any firm identified in Section B and/or Section C ever been cited and/or assessed penalties by the EPA, any Air Quality Management District, any Regional Water Quality Control Board, or any other environmental agency within the past five (5) years? If yes, indicate on separate signed sheet(s) the project name(s), violation(s) and date(s) of citation.

Yes No

H. CONTRACTOR'S PROJECT PERSONNEL

Submit resumes and references of project managers and superintendents the contractor would utilize on District projects.

I. CONTRACTOR'S BONDING/SURETY

Contractors must fully comply with all bid conditions including, without limitation, a 10% bid bond, a 100% payment bond, and a 100% performance bond. Contractor's surety must be admitted and authorized to transact business as a surety in California. List all Contractor utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

1. Name of bonding company (not agency): _____
2. Address of company: _____
3. Name of agent: _____
4. Address of agent: _____
5. Telephone number of agent: _____
6. Years Contractor has been with this Surety: _____
7. Amounts paid out by or work performed by Surety in the past five (5) years that were in any way related to construction activities of Contractor and/or any firm identified in Section B and/or Section C (Please provide an explanation on separate signed sheets): \$_____
8. Has your firm and/or any firm identified in Section B paid a premium of more than two percent (2%) for a performance and payment bond on any project(s) at any time during the past five (5) years,? If yes, state the percentage paid. You may provide an explanation for a percentage rate higher than two percent, if you wish to do so: % _____

9. During the past five years, has your firm and/or any firm identified in Section B and/or Section C, ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?: _____ 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.
10. Provide written letter from surety of your firm's total bonding capacity.

J. CONTRACTOR'S INSURANCE

Prospective Contractors must fully comply with all bid conditions including the following insurance coverage and associated limits.

Commercial Form General Liability Insurance, including Completed Operations Coverage	Minimum Requirement
- Limits of Liability	
Each Occurrence – Combined Single Limit: Bodily Injury & Property Damage	\$ 2,000,000
Personal and Advertising Injury	\$ 2,000,000
General Aggregate – Not Applicable to Comprehensive Form	\$ 4,000,000
Business Automobile Liability Insurance – Limits of Liability	
Each Accident – Combined Single Limit: Bodily Injury & Property Damage	\$ 1,000,000
Excess Commercial Liability/Umbrella	\$ 4,000,000
Workers Compensation	Statutory Limits

1. List all insurers Contractor utilized in the past five (5) years. Use separate signed sheet as necessary, with all requested information.
 - a. Name of insurance company ("Insurer"): _____
 - b. Address of Insurer: _____
 - c. Name of agent: _____
 - d. Address of agent: _____
 - e. Telephone number of agent: _____
 - f. Years Contractor has been with this Insurer: _____

g. Within the past five (5) years has the Insurer paid out any amounts that were in any way related to construction activities of your firm and/or any firm identified in Section B?

Yes No If “yes”, explain on a separate signed sheet.

h. Insurer’s “Best” rating: _____

i. Provide a copy of the ACORD form for your firm.

K. WORKERS’ COMPENSATION EXPERIENCE MODIFIER

1. State the Contractor’s current Workers’ Compensation Experience Modifier for the past five years:

Year	Modification Rate

2. Within the past five years has there ever been a period when your firm and/or any firm identified in Section B had employees but was without workers’ compensation insurance or state-approved self-insurance?

Yes No

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

L. CONTRACTOR’S FINANCIAL INFORMATION

Contractor must submit a reviewed financial statement or one certified by an officer of the company for the past two (2) full fiscal years including balance sheets and profit and loss statements. 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 reviewed financial statement.

M. CERTIFICATION

This certification must be signed by an officer of the company.

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

Date: _____

Proper Name of Contractor: _____

Signature: _____

Name: _____

Title: _____

EXHIBIT A – PROJECT REFERENCE DATA SHEET

Provide exhibit A project reference data sheets on at least *the 5 largest K-12 public school* projects in which the Contractor has participated during the past five (5) years. If another form is utilized, then *all* of the following information must be included. The contractor may submit additional data sheets for other relevant projects that the District would like to have considered.

To be prequalified for self-performed trade work, contractor must provide (5) exhibit A project sheets for projects in that specific trade. Other projects under DSA jurisdiction will be considered for trades other than the General Contractor Trades.

1. Project Name/Identification:

Your company: _____

Project name or description: _____

Project location: _____

Trade work that was self-performed on the project: _____

Original completion date: _____ Date completed: _____

Contractors initial contract value (as of time of bid award): _____

Final contract value: _____

Liquidated damages involved (If yes, explain): _____

Project owner, contact and phone number: _____

Project construction manager or general contractor, contact and phone number: _____

Project architect, contact and phone number: _____

Did you make any claims, litigation or disputes with the project owner (describe): _____
