Exhibit "A"

TAMALPAIS UNION HIGH SCHOOL DISTRICT

PREQUALIFICATION PROCESS FOR FACILITIES PROJECTS

NOTICE TO PRIME CONTRACTORS AND MECHANICAL, ELECTRICAL, PLUMBING, FIRE PROTECTION & UNDERGROUND PIPELINE SUBCONTRATORS

(A, B, C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43 & C-46)

Includes:
Part A – Notice
Part B – Prequalification Questionnaire
Part C – Rating System

TAMALPAIS UNION HIGH
SCHOOL DISTRICT
395 Doherty Drive
Larkspur, CA 94939

NOTICE TO PROSPECTIVE PRIME CONTRACTORS TO PREQUALIFY FOR TAMALPAIS UNION HIGH SCHOOL DISTRICT LEASE-LEASEBACK PROJECTS AND FOR PROJECTS OF $1 MILLION OR MORE

Notice is hereby given that the Tamalpais Union High School District ("District") has determined that, pursuant to Public Contract Code section 20111.6, all prime contractors and all electrical, mechanical or plumbing contractors 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** licenses must be prequalified to be submitted as either a prime contractor or a first tier subcontractor (MEP subcontractor) for (1) District lease-leaseback projects, and (2) 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, must be prequalified. MEP subcontractors are strongly encouraged to prequalify pursuant to this notice, but will have another opportunity for prequalification prior to subcontractor selection for each respective project.

Prequalification application packages may be submitted annually from December 1st through December 15th. All Prequalification Packages shall be on the forms provided by the District. Prequalification application packages are available on the District's Construction Manager's website at www.greystonewest.com. Two copies of a completed prequalification questionnaire, financial statements and support documents must be submitted to the District on, or before, 4:00 pm on December 15th of each year. Completed prequalification questionnaires, financial statements and any supporting documentation should be marked "*CONFIDENTIAL Pre-Qualification Package*" and mailed/delivered to:

Tamalpais Union High School District
Attn: Mike Woolard
TUHSD Corp Yard
333 Doherty Drive
Larkspur, CA 94939

To prequalify, a contractor/subcontractor is required, in addition to other criteria, to possess an applicable State of California Contractor License, which must remain active and in good standing throughout the term of the contractor's prequalification or the term of any awarded contract, whichever is longer. In addition, every contractor/subcontractor is required to be registered as a public works contractor with the Department of Industrial Relations.

For all work performed on District projects, contractors/subcontractors shall pay all workers not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to sections 1770, et seq. of the California Labor Code.

Prequalification Packages submitted by contractors/subcontractors 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 contents, however, may be disclosed to third parties for purpose of verification, or investigation, or in the appeal process.

State law requires that the names of contractors/subcontractors applying for prequalification status shall be public records subject to disclosure.

A contractor/subcontractor may be denied prequalification status for either omission of requested information or falsification of information.

Prequalification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that the District reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the prequalification ratings based on reference interviews and/or otherwise subsequently learned information and after giving notice of the proposed action to the prime contractor and an opportunity for a hearing consistent with the hearing procedures adopted by the District for appealing a prequalification determination.

While it is the intent of the prequalification questionnaire and documents required therewith to assist the District in determining Bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible Bidder, neither the fact of pre-qualification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a Bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors/subcontractors are encouraged to submit prequalification packages as soon as possible, so that they may be notified of prequalification status well in advance of upcoming projects.

PART B
TAMALPAIS UNION HIGH SCHOOL DISTRICT
PROSPECTIVE PRIME CONTRACTOR AND MEP SUBCONTRACTOR
PREQUALIFICATION QUESTIONNAIRE

Pursuant to Public Contract Code section 20111.6, each prospective prime contractor or prospective MEP 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 licenses ("MEP subcontractors") shall submit the following information to establish its qualifications to perform construction work as the prime contractor or first tier MEP subcontractor on District lease-leaseback project and/or 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. CONTRACTOR'S CONTACT 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. 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 or LLCs:

   a. Date of formation: _____

   b. Under the laws of what state: _____

   c. Provide all the following information for each partner or member 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 three (3) 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 five (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 10% 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. Include name of the related company and 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 (5) 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 three (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 it in bankruptcy at any time during the last five (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/REGISTRATION

8. Please provide the following licensing 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 or revoked within the last five (5) years?

☐ Yes ☐ No

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

10. Has your firm changed names or license number in the past five (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 five (5) years, has your firm been assessed liquidated damages under a construction contract with another 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 five (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. Is your firm, or any owners, officers or partners, presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or board?

☐ 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.

14. At any time in the last five (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.

15. In the past five (5) years, has any claim exceeding $50,000 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

16. Does prime contractor have liability insurance policy with a policy limit of at least $2,000,000 per occurrence and $4,000,000 aggregate, or the 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," provide on a separate signed sheet what limits are available to the prime contractor/MEP subcontractor.

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

    ☐ Yes ☐ No

18. In the last five (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

19. 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.

20. In the last five (5) years, has your firm or any of its owners, partners or officers ever been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, including but not limited to, a contract of a government construction project; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property?

    ☐ 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.

21. Is your firm or any of its owners, partners or officers presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state

or local) with commission of any of the offenses enumerated in paragraph 20 of this questionnaire?

☐ 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

22. Within the past five (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.

23. Within the past five (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).

24. State the prime contractor's/MEP subcontractor's Workers' Compensation Experience Modification Rate for the past three (3) premium years:

Year	Modification Rate

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

25. Within the past five (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

26. In the past five (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.

27. At any time during the past five (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

For Prime Contractors – Answer Items #28 – #33

For MEP Subcontractors – Answer Item #31

28. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states your current bonding capacity (both single job limit and aggregate limit)? NOTE: For contractors - must have independent capacity to provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by an admitted surety insurer, without bonding by subcontractors.

☐ Yes ☐ No

29. Provide the name, address and telephone number of the surety agent: _____

_____

_____

_____

_____

30. List all sureties that have written bonds for your firm currently and during the last five (5) years:

Name	Address	Dates of bonds

Name	Address	Dates of bonds

31. In the last five (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 claimants, date of and grounds for the claim, and present status.

32. If your firm was required to pay a premium of more than 1% for a performance and payment bond on any project on which your firm worked in the last five (5) years, state the percentage that your firm was required to pay: _____.

You may explain on a separate sheet, why you were required to pay a premium of more than 1%.

33. In the last five (5) years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place when one was required?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name of the surety company and the period during which your firm had no bond in place.

D. PROJECT REFERENCES

For contractors - on the form attached as **Attachment A**, list all California K-12 projects (both under construction and completed) during the past five (5) years, using the lease-leaseback project delivery method and/or with a total contract price of $1,000,000 or more, in which the contractor under all firm names identified in Section B has participated. Use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

For MEP subcontractors - on the form attached as **Attachment A**, list all California K-12 projects (both under construction and completed) during the past 5 years, with a subcontract price over $50,000, in which your firm under all firm names identified in Section B participated. Please identify if the projects used the lease-leaseback project delivery method. Use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

E. FINANCIAL INFORMATION

Prime contractor and MEP subcontractors must submit a reviewed financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. 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.

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 Prime Contractor or MEP Subcontractor: _____

_____

Signature by an officer of the Prime Contractor or MEP Subcontractor: _____

By: _____(Print Name)

Title: _____

ATTACHMENT A

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. Was/Is this a lease-leaseback project? _____

i. Original completion date: _____

j. Actual date of completion: _____

k. Time extensions granted: _____

l. Initial contract/subcontract value: _____

m. Final contract/subcontract value: _____

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

Date: _____ Signature: _____

Name (Print): _____

FOR REFERENCE ONLY

PART C
TAMALPAIS UNION HIGH SCHOOL DISTRICT
PROSPECTIVE PRIME CONTRACTOR AND MEP SUBCONTRACTOR
RATING SYSTEM

Name of Prime Contractor/MEP Subcontractor: _____

_____

1. Confirm Prequalification Statement Submitted is Responsive – if the answer to any of the questions is "no," then the Prequalification Package is nonresponsive.

A. Completeness

Did the Contractor/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 Contractor/Subcontractor on whose behalf they are signing?

Yes No

2. Incomplete, Misleading or Inaccurate Information – if the answer to any of the questions is "yes," then reject the Contractor.

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

Yes No

B. Is the information contained in the Prequalification Package not updated under penalty of perjury when it is no longer accurate?

Yes No

3. Confirm Essential Criteria

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

Has the Contractor/Subcontractor contracted for construction involving a minimum of three (3) California K-12 projects within the past five (5) years, each using the lease-leaseback project delivery method and/or with a total contract price of $1,000,000 (contractor)/$50,000 (subcontractor) or more?

Yes No

(If no, then Contractor/Subcontractor is not qualified)

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

Has the Contractor/Subcontractor held all current, active Contractor's license(s) necessary to perform its work for at least five (5) years, without suspension or revocation?

Yes No

(If no, then Contractor/Subcontractor is not qualified)

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

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

Yes No

(If no, then Contractor/Subcontractor is not qualified)

d. Disqualification (See Section C.12., through C.14. of Questionnaire)

Is the Contractor/Subcontractor presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or board, or has the Contractor 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 in the past five (5) years.

Yes No

(If yes, then Contractor/Subcontractor is not qualified)

e. Default (See Section C.31 of Questionnaire) – ***Contractor Only***

Has a surety firm completed a contract on Contractor's behalf, or paid for completion because Contractor was in default and/or terminated by school district or other public agency within the State of California within the past five (5) years?

Yes No

(If yes, then Contractor is not qualified)

f. Bankruptcy (See Section C.7 of Questionnaire)

Has Contractor/Subcontractor declared bankruptcy or been placed in receivership within the past five (5) years?

Yes No

(If yes, then Contractor/Subcontractor is not qualified)

g. Insurance (See Section C.16. of Questionnaire)

Does Contractor/Subcontractor have liability insurance policy with a policy limit of at least $2,000,000 per occurrence and $4,000,000 aggregate (Contractor) or at least $1,000,000 per occurrence and $2,000,000 aggregate (Subcontractor)?

Yes No

(If no, see attachment if they are capable of attaining the above limits. If not, then Contractor/Subcontractor is not qualified)

h. Workers' Compensation (See Section C.17. of Questionnaire)

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

Yes No

(If no, then Contractor/Subcontractor is not qualified)

i. Bonding Capacity (See Sections C.28. through C.33. of Questionnaire) – ***Contractor Only***

Does Contractor demonstrate that it can provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by a surety admitted and authorized to transact business as a surety in California?

Yes No

(If no, then Contractor is not qualified)

j. Criminal Matters and Related Civil Suits (See Section C.19. through C.21. of Questionnaire)

Has the Contractor/Subcontractor, or any of its owners or officers, been found liable in a civil suit or guilty in a criminal action for making a false claim or material misrepresentation to a public agency, or been convicted of a crime or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the above-referenced offenses?

Yes No

(If yes, then Contractor/Subcontractor is not qualified)

4. Contact References

The District may, at its discretion, contact the Contractor's/Subcontractor's references from its most recent K-12 school district projects.

5. Complete Evaluation Worksheet

Insert total score from evaluation worksheets **Total Points** _____

Contractor must have 50 out of 75 points or higher to qualify. Subcontractor must have 45 out of 70 points or higher to qualify. Please note that the Contractor and Subcontractor are evaluated with different scoring worksheets as attached.

6. Appeal Process

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

a. Contractor/Subcontractor shall submit, in writing, within three (3) working days from notification, a request for a written response to the District to explain 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/Subcontractor's request, Contractor/Subcontractor may submit, in writing, a request for reconsideration by the District's staff. Contractor/Subcontractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

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

TAMALPAIS UNION HIGH SCHOOL DISTRICT
PROSPECTIVE PRIME CONTRACTORS
PREQUALIFICATION EVALUATION WORKSHEET

Name of Prime Contractor: _____

_____

1. Essential Criteria

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

2. Years in Business Under Current License (See Section C.6. of Questionnaire)

10 or more years	=	15 Points	_____ Points
5 to 9 years	=	10 Points	
2 to 4 years	=	5 Points	
0 to 2 years	=	0 Points	

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

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

2 Completed Projects larger than $10 million	=	10 Points	_____ Points
5 Completed Projects larger than $5 million	=	8 Points	
3 Completed Projects larger than $5 million	=	6 Points	
5 Completed Projects larger than $1 million	=	4 Points	
3 Completed Projects larger than $1 million	=	2 Points	

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

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

5. Non-Compliance with Applicable Laws (See Sections C.19 through C.27. of Questionnaire)

0 Projects	=	10 Points	_____ Points
1 to 3 Projects	=	5 Points	
4 or more Projects	=	0 Points	

6. Workers' Compensation Modifier (See Section C.24. of Questionnaire)

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

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

25% or more than $5 million	=	10 Points	_____ Points
10% or more than $2 million	=	5 Points	
Less than $2 million	=	0 Points	

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

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

Maximum Points:	**= 75**

TOTAL POINTS

TAMALPAIS UNION HIGH SCHOOL DISTRICT
PROSPECTIVE PRIME CONTRACTOR
PREQUALIFICATION EVALUATION REFERENCE FORM

(**Optional** - To be utilized by the District, at its discretion, 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 Contractor's performance in that area was unsatisfactory, below average, average or above average.

Section I - General Project Information

Name of Contractor:	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:

Section II – Telephone Interview Questions

1. Planning and Coordination of Work

Did the Contractor pursue and develop a thorough understanding of the scope of work? Did the Contractor proactively anticipate and coordinate agencies and jurisdictions, and utilities shutdown schedules and mechanics? Was the Contractor able to plan and execute complex critical path tasks for successful completion? **Please rate the Contractor with respect to planning and coordination 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 Contractor? Was the Contractor cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the Contractor with respect to quality of work as either unsatisfactory, below average, average, or above average**.

_____

_____

_____

_____

3. Performance and Accountability

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

_____

_____

_____

_____

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

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

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

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

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f. Litigation – Did the Contractor threaten litigation or arbitration of any claims? Did the Contractor actually file for litigation or arbitration against the District? Did the District agree to settle any litigation or arbitration? If not, who prevailed in the trial or arbitration? **Please rate the Contractor with respect to litigation as either unsatisfactory, below average, average, or above average.**

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TAMALPAIS UNION HIGH SCHOOL DISTRICT
PROSPECTIVE SUBCONTRACTOR
PREQUALIFICATION EVALUATION WORKSHEET

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.

2. Years in Business Under Current License (See Section C.6. of Questionnaire)

10 or more years	=	10 Points	_____ Points
5 to 10 years	=	5 Points	
0 to 5 years	=	0 Points	

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

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

2 Completed Projects larger than $1 million	=	10 Points
5 Completed Projects larger than $500,000	=	8 Points
3 Completed Projects larger than $500,000	=	6 Points
3 Completed Projects larger than $250,000	=	4 Points
3 Completed Projects larger than $50,000	=	2 Points

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

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

5. Non-Compliance with Applicable Laws (See Sections C.19 through C.27. of Questionnaire)

0 Projects	=	10 Points	_____ Points
1 to 3 Projects	=	5 Points	
4 or more Projects	=	0 Points	

6. Workers' Compensation Modifier (See Section C.24 of Questionnaire)

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

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

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

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

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

Maximum Points:	**= 70**

TOTAL POINTS

TAMALPAIS UNION HIGH SCHOOL DISTRICT
PROSPECTIVE SUBCONTRACTOR
PREQUALIFICATION EVALUATION REFERENCE FORM

(**Optional** - To be utilized by the District, at its discretion, 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.

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

4. Planning and Coordination of Work

Did the Subcontractor pursue and develop a thorough understanding of the scope of work? Was the Subcontractor able to plan and execute complex critical path tasks for successful completion? **Please rate the Subcontractor with respect to planning and coordination of work as either unsatisfactory, below average, average, or above average**.

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5. 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 contractor with respect to quality of work as either unsatisfactory, below average, average, or above average**.

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6. 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 contractor with respect to scheduling as either unsatisfactory, below average, average, or above average.**

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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 contractor with respect to project management as either unsatisfactory, below average, average, or above average.**

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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 contractor with respect to change orders as either unsatisfactory, below average, average, or above average.**

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f. Litigation – Did the Subcontractor threaten litigation or arbitration of any claims? Did the Subcontractor actually file for litigation or arbitration against the District? Did the District agree to settle any litigation or arbitration? If not, who prevailed in the trial or arbitration? **Please rate the Subcontractor with respect to litigation as either unsatisfactory, below average, average, or above average.**

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