

Dixie School District
380 Nova Albion Way
San Rafael, CA 94903

REQUEST FOR PROPOSALS

for

LEASE LEASEBACK CONSTRUCTION SERVICES FOR THE

Dixie Elementary School Modernization Project

Pursuant to Education Code section 17400 et seq., the Dixie School District invites qualified firms to submit responses to this request for proposals (“RFP”) to provide lease leaseback (“LLB”) construction services for the Dixie Elementary School Modernization Project located at 1175 Idyllberry Road, San Rafael, CA 94903.

Respondents must mail or hand-deliver two (2) copies of their responses to this RFP to:

Dixie School District
Attention: Dr. Thomas J. Lohwasser, Superintendent
380 Nova Albion Way
San Rafael, CA 94903

All responses are due no later than 1:00 p.m. on April 21, 2017.

A mandatory job walk/conference will take place on April 12, 2017 @ 1:00 P.M.

Please meet at: Dixie Elementary School
1175 Idyllberry Road, San Rafael CA 94903

Time of Meeting: 1:00 P.M.

Failure to attend the conference may result in the disqualification of the proposal of the non-attending proposer.

Questions regarding this RFP shall be directed to the District’s Construction Manager Greystone West Company at 707-933-0624.

Sincerely,

Dr. Thomas J. Lohwasser, Superintendent

PART I
BACKGROUND & INSTRUCTIONS

A. Background.

The Dixie School District is a K-8 district with approximately 1,900 students and is located in the City of San Rafael in the County of Marin, CA.

B. Scope of Work for the Dixie Elementary School Modernization LLB Project

The Project consists of: new ADA path of travel, new site concrete, slurry and striping of both parking lot and playground, new AV systems, new fire alarm, new phone system, interior painting and glazing, and new lighting..

The District's proposed estimate of the Project price is \$ 2,300,000.

The District seeks the following services pursuant to this RFP:

1. Standard construction services for the Project, as outlined in the Contract Documents.

As part of the scope of work, the contractor shall:

-be duly licensed as a contractor and registered with the Department of Industrial Relations;

-pay the prevailing wage;

-provide proof of bonding capacity for the Project and proof of the following insurance:

General Liability Insurance, including personal injury, property damage and medical payments, naming the District as an additional insured, with limits of \$2 million each occurrence and \$4 million aggregate.

Automobile Liability Insurance. \$1 million combined single limit

Worker's Compensation Insurance as required by law.

Builder's Risk Insurance. [See the General Conditions at Article 11 for more details re the insurance requirements.]

-comply with such other tasks as outlined in the Contract Documents.

C. Contract Documents

The Contract Documents for the Project will consist of:

- a) the District's Administrative Regulation 3311.2 re LLB services
- b) this RFP and the Contractor's response
- c) the Master Lease Leaseback Contract for Construction Services
- d) the Site Lease
- e) the Facilities Lease (includes financing component)
- f) the LLB General Conditions
- g) the Payment and Performance Bonds, and
- h) the Certificate of the required insurance for the Project.

D. Anticipated Schedule for selecting the LLB Contractor.

The following schedule has been established by the District for selection of the LLB Contractor:

April 4 & 11, 2017	Advertisement of the request for proposals;
April 12, 2017	Mandatory Site Meeting
April 21, 2017	Response to RFP due;
April 24, 2017	Evaluation of all the responses; announce results.
April 24, 2017	Notification of firms to be interviewed.
April 26, 2017	Interviews.
May 9, 2017	Approval by the District Board of Trustees of the top ranked firm(s).
May 2017	Finalize contract negotiations with the approved firm(s).

This time line may be revised as needed. Evaluations, selection and recommendation will be based on the Contractor's response, demonstrated competence and overall qualifications as presented in the response to this RFP. If contract negotiations are not successful with the approved firm, negotiations will commence with the firm next selected.

E. Instructions for Submitting Proposals

GENERAL: The District intends to select the firm that best meets the District's needs to perform the preconstruction and construction services described in this Request for Proposals.

1. RECEIPT OF PROPOSALS: All proposals shall be sealed and delivered to and in the possession of the District by the time and date specified on page one in this RFP.

2. ACCEPTANCE OR REJECTION OF PROPOSALS: The District Board of Trustees will accept the proposals or combination of proposals for the projects. The Board of Trustees of the District reserves the right to reject any and all proposals, or any or all items of any proposal as permitted by law, and to waive non-material variances.
3. PROPOSAL FORM REQUIREMENTS: All proposals must be typed. No changes can be made after the time for submitting the proposals without the District's written approval.
4. SIGNATURE FORMAT: All proposals shall be signed at the end of the document by an authorized representative with authority to bind the firm; the signature shall be preceded by the following statement: "The undersigned is authorized to sign this response on behalf of the Contractor, and he/she hereby attests that all of the answers and responses to this RFP are true and correct to the best of his/her knowledge, after due investigation, under penalty of perjury under the laws of the State of California."
5. ASSIGNMENT PROHIBITED: No contract awarded under this proposal shall be assigned except with the prior written approval of the Board of Trustees of the District. Any attempted assignment in violation of the provision shall be voided at the option of the Board.
6. FEDERAL OR STATE REGULATIONS: The proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
7. NON-DISCRIMINATION: The Contractor shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, national origin, religion, age or non-job related handicap or disability.
8. SECURITIES: The substitution of appropriate securities in lieu of retention amounts from progress payments in accordance with Public Contract Code §22300 is permitted.
9. SUBCONTRACTORS: Each proposal shall include the name, location of the place of business, and DIR number of each subcontractor who shall perform work or service or fabricate or install work for the contractor in excess of one-half of one percent (1/2 of 1%) of the estimated price. The proposal shall describe the type of the work to be performed by each listed subcontractor.
10. PROPOSAL: Subcontractors shall be retained and listed in accordance with EC 17406 (A)(2)(C), (a)(4)(B)]

11. BINDING FOR 60 DAYS: No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening for proposals except as provided by Public Contract Code §§5100 *et seq.* The District reserves the right to reject any and all proposals and to waive any informalities or irregularities in the process.
12. PREVAILING WAGE MONITORING: The project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations. In accordance with SB 854, all contractors and subcontractors working at the site shall be duly registered with the Department of Industrial Relations at time of proposal opening and at all relevant times. Proof of registration shall be provided as to all such contractors prior to the commencement of any work.
13. LICENSES: Each proposer shall possess at the time the proposal is awarded the following classification(s) of California State Contractor's license: "B – General Building Construction".
14. RETENTION: The retention amount is 5%.
15. PRE-PROPOSAL PROJECT CONFERENCE: NONE
16. REQUESTS FOR INFORMATION: A proposer's failure to request clarification or interpretation of an apparent error, inconsistency or ambiguity in the Contract Documents waives that proposer's right to thereafter claim entitlement to additional compensation based upon an ambiguity, inconsistency, or error, which should have been discovered by a reasonably prudent Contractor, subject to the limitations of Public Contract Code §1104. Any questions relative to the proposal shall be in writing and directed to the District Superintendent or designee at the address specified for receipt of proposal proposals. These requests shall be submitted to the District at least five working days prior to the date the proposal is due.
17. NO LOBBYING OR CONTACTS: Except during a public meeting noticed under the Brown Act, proposers shall not contact District officials, employees or representatives regarding this RFP, except for that District representative listed on page 1 of this RFP.
18. EXAMINATION OF CONTRACT DOCUMENTS AND WORK SITE: Before submitting a proposal, all proposers shall carefully examine the Contract Documents, including the plans and specifications, shall visit the site of the proposed work, and shall fully inform themselves of all conditions in and about the work site, as well as applicable federal, state and local laws and regulations that may affect the work. No proposer shall

visit the site without prior authorization of the District. Proposers shall contact the District Superintendent or designee for coordination of site visits.

19. SCORING/RANKING PROTEST PROCEDURE: Any protest of the best value scoring, ranking process and/or the determination shall be in writing and received by the District Office before 5:00 p.m. no later than three (3) working days following distribution of the best value scoring and ranking report; any such protest shall comply with the following requirements:
- a. The protest must contain a complete statement of the basis for the protest and all supporting documentation.
 - b. The party filing the protest must have actually submitted a proposal for the Project. A Subcontractor of a proposer submitting a proposal for the Project may not submit a proposal protest. A proposer may not rely on the proposal protest submitted by another proposer, but must timely pursue its own protest.
 - c. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based.
 - d. The protest must include the name, address and telephone number of the person representing the protesting proposer.
 - e. The proposer filing the protest must concurrently transmit a copy of the protest and all supporting documentation to all other proposers with a direct financial interest which may be affected by the outcome of the protest, including all other proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - f. The proposer whose ranking has been protested may submit a written response to the protest. Such response shall be submitted to the District before 5 p.m. no later than two (2) working days after the deadline for submission of the protest or receipt of the protest, whichever is sooner, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting firm and to all other proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.
 - g. The procedure and time limits set forth in this section are mandatory and are the proposer's sole and exclusive remedy in the event of proposal protest. The proposer's failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code claim or legal proceedings.

- h. If the District determines that a protest is frivolous, the protesting proposer may be determined to be non-responsible and that proposer may be determined to be ineligible for future contract awards by the District.
- i. A “working day” for purposes of this section means a weekday during which the District’s office is open and conducting business, regardless of whether or not school is in session.

PART II

PROPOSAL REQUIREMENTS

All materials submitted to the District in response to this Request for Proposal will remain the property of the District. The responses may be considered public records as provided by law; no proprietary or confidential information shall be included in your response, unless specifically requested by the District. In that event, all such materials shall be separately labelled “confidential”.

Your firm’s Proposal shall include the following information:

- A. Cover Letter.
- B. Detailed resumes of the key personnel who would be assigned to this Project.

State whether the project superintendent, project manager and other key personnel identified will be assigned for the duration of the project.

- C. The following Contractor information:

Firm Name: _____ Check One: Corporation
 (as it appears on license) Partnership
 Sole Prop.

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor’s License Number(s): _____

Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated: _____
- 1b. Under the laws of what state: _____
- 1c. 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 per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership

- 1d. 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 last five years.

NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

For Firms That Are Partnerships:

- 1a. Date of formation: _____
- 1b. Under the laws of what state: _____
- 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership

- 1d. Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Are Sole Proprietorships:

- 1a. Date and place of commencement of business. _____
- 1b. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Intend to Make a Proposal as Part of a Joint Venture:

- 1a. Date of commencement of joint venture. _____
- 1b. Provide all of the following information for each firm that is a member of the joint venture that expects to proposal on one or more projects:

Name of firm	% Ownership of Joint Venture

History of the Business and Organizational Performance

- 2. Has there been any change in ownership of the firm at any time during the last 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 page.

3. 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 per cent 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 page.

4. 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 page.

5. State your firm’s gross revenues for each of the last three years:

[State on a separate sheet marked “confidential”]

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

Licenses

7. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

8. If any of your firm’s license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

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

Yes No

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

10. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?

Yes No

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

PART III

ACKNOWLEDGEMENT OF ADDENDA AND PRESENTATION OF PRICE PROPOSAL & BUDGET FOR THE PROJECT.

1. Receipt of Addenda

Receipt of the following addenda is hereby acknowledged:

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

Addendum # _____ Dated: _____ Addendum # _____ Dated: _____

2. Contractor's Price Proposal for the Project:

a. For all Construction Services: \$_____.

b. Set forth the contractor's budget for each scope of work.

[Note: if a preconstruction services contract is required, and if at the time of the date that proposals are due the Division of the State Architect has not yet approved the plans, the price provided above may be adjusted by the Contractor in the light of any plan changes approved by DSA. In the event of a price adjustment, the Contractor shall provide a written rationale for the new price. The District may approve or reject the price change. If rejected, the District may then negotiate with the next ranked contractor. See EC 17406 (a)(3).]

PART IV

Pass/Fail Questions to Complete for the Dixie Elementary School Modernization Project.

Contractor shall be immediately disqualified if the answer to any of questions 1 through 6 below is “no.”

1. Has Contractor completed or fully renovated at least three (3) K-12 projects of similar size and scope to this Project within the past 3 years?

See the Project definition above on page 1.

Yes No

If “Yes,” list on a separate sheet the names of the three projects; their location, the owner, the project manager, the project superintendent, contact information, and the date each project was commenced and completed.

2. Does Contractor possess valid and current California Contractor’s license B license?

Yes No

If “Yes,” list license number.

3. Does Contractor have a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence, an \$2,000,000 annual aggregate with a \$4,000,000 umbrella?

Yes No

If “Yes,” attach current certificate of insurance.

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

Yes No

If “Yes,” attach proof of such insurance.

5. Have you attached your latest copy of a reviewed or audited financial statement with all accompanying notes and supplemental information?¹

Yes No

[If yes, please separately label the statements as “confidential.”]

¹ Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the proposal is “no more than 25 per cent of the qualifying amount provided in section 14837(d)(1).” A contractor seeking to invoke this exemption shall provide documentation to prove entitlement to the exemption.

Public Contract Code section 20101 provides that the financial statements submitted are not public records.

6. Have you attached a notarized statement from an admitted surety (approved by the California Department of Insurance) and authorized to issue surety bonds in the State of California, which states: (a) that your current bonding capacity is sufficient for the Project; and (b) your current available bonding capacity?²

Yes No

NOTE: The notarized statement must be from the surety company, not an agent or broker.

Contractor shall be immediately disqualified if the answer to any of questions 7, 8, 9 or 10 is “yes”³ or if your answer to questions 11 or 12 is “no”.

7. Has your contractor’s license been revoked at any time in the last five years?

Yes No

8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default-terminated by the project owner within the last five (5) years?

Yes No

9. At the time of submitting this RFP response, is your firm ineligible to propose on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes No

10. At any time during the last five years, has your firm, or any of its owners or officers, been convicted of a crime involving the awarding of a contract of a government construction project, or the performance of a government contract?

Yes No

11. Is your firm registered with DIR pursuant to Labor Code section 1773.3? If “Yes,” attach proof of registration.

Yes No

SCORED QUESTIONS

² An additional notarized statement from the surety may be requested by the District at the time of submission of a proposal.

³ A contractor disqualified solely because of a “Yes” answer given to question 7, 8, or 10 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure. The District, in its sole discretion, may excuse non-compliance based on “good cause,” as determined by the District.

1. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes No

If “yes,” please explain on a separate signed sheet.

2. At any time in the last three years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

Yes No

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

3. In the last three years has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from proposing on, or completing, any government agency or public works project for any reason?

NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.

Yes No

If “yes,” explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.

4. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible proposer?

Yes No

If “yes,” explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.

In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

5. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

6. At any time during the past five years has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf, in connection with a construction project, either public or private?

Yes No

If "yes," explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.

7. Is your firm currently a debtor in a bankruptcy case?

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

8. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to the question above)

Yes No

If “yes,” please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court’s discharge order, or of any other document that ended the case, if no discharge order was issued.

9. In the past five years, has your firm or any of its owners, officers or partners 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 page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

10. In the past five years, has your firm or any of its owners, officers or partners been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

11. In the past five years, has your firm or any of its owners, officers or partners been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

If “yes,” identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

12. Has CAL OSHA or federal OSHA cited and assessed penalties against your firm for any violations of its safety or health regulations in the past five years?

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

Yes No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

13. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either our firm or the owner of a project on which your firm was the contractor, in the past five years?

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

Yes No

If "yes," attach a separate signed page describing each citation.

14. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:
NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

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

15. Has there been any instance during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the federal or state prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes No

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

16. State the amount of your firm's working capital as stated on the most recent submitted financial statement: _____. [submit on a separate sheet marked "confidential."]

17. Provide a narrative that outlines the Contractor's proposed means and methods for constructing the Project in a quality and efficient manner. Discuss life cycle cost issues. Describe approach to staffing, supervision and management of the Project. Specify how the Contractor will involve local suppliers and subcontractors in the Project.

PART III

DETAILS REGARDING YOUR HISTORY OF PERFORMING PRIOR SIMILAR PROJECTS

Contractor shall provide the following information regarding its three similar projects listed above in response to Part I, Question 1. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number): _____

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Project Superintendent _____

Description of Project, Scope of Work Performed:

Total number of change orders: _____

Total cost of all change orders: _____

Original Contract Price: _____

Total Value of Construction (including change orders): _____⁴

Original Scheduled Completion Date: _____

Time Extensions Granted by Owner (number of days): _____

Actual Date of Completion: _____

Liquidated damages assessed? _____

INTERVIEW QUESTIONS BY THE DISTRICT TO OWNERS OF PRIOR SIMILAR PROJECTS

[For top 3 ranked Proposals]

The following questions will be used to interview contacts from two of the three similar projects identified by the Contractor. The District will conduct the interviews. No action on the contractor's part is necessary. These questions are included on the package given to the contractor for information only.

First, please give a brief description of the project.

1. Are there any outstanding stop notices, liens, or claims by the contractor that are currently unresolved on contracts for which notices of completion were recorded more than 120 days ago? (1 point for each is deducted from overall score; maximum amount to be deducted is 5 points)
2. On a scale of 1-5, with 5 being the best, did the contractor provide adequate personnel? (Max. 5 points)
3. On a scale of 1-5, with 5 being the best, did the contractor provide adequate supervision? Was the superintendent sufficiently present on the job site to effectively oversee the work? (Max. 5 points)
4. Did the Project manager anticipate procurement, sub-contractor scheduling, and jurisdictional approval issues in such a way as to not cause delays to the progress of the work? (Max. 5 points)
5. Did the contractor provide adequate notice to the Inspector of Record for required inspections? (Max. 5 points)

⁴ Please separately itemize any change orders that were owner-requested or which were otherwise not initiated by Contractor.

6. On a scale of 1-5 with 5 being the best, was there adequate equipment provided on the job? (Max. 5 points)
7. Was there adequate administrative support provided to the project superintendent such as daily processing and updating of RFP, RFI, CCD or other issues? (Max. 5 points)
8. Did the project manager (or owner) attend a sufficient number of construction progress meetings to be informed of (and execute) necessary adjustments relative to the needs of the project? (Max. 5 points)
9. On a scale of 1-5, with 5 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? (Max. 5 points)
10. Did the contractor provide a comprehensive, critical path schedule as required by the contract documents (which met the published schedule from the architect and owner, or was adjusted appropriately to reflect agreed upon changes)? (Max. 5 points)
11. On a scale of 1-5, with 5 being the best, did the contractor adhere to the project schedule that your [agency] approved? (Max. 5 points)
12. Was the project completed on time? (5 points if the answer is “Yes”).
Or, if the answer is “no,” on a scale of 1-5, with 5 being the best, to what extent was the contractor responsible for the delay in completion?
13. On a scale of 1-5, with 5 being the best, rate the contractor on the timely submission of reasonable cost and time estimates to perform change order work. (Max. 5 points)
14. On a scale of 1-5, with 5 being the best, rate the contractor on how well the contractor performed the work after a change order was issued, and how well the contractor integrated the change order work into the existing work. (Max. 5 points)
15. On a scale of 1-5, with 5 being the best, rate how has the contractor been performing in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 5 points)
16. On a scale of 1-5, with 5 being the best, rate the contractor on whether there were an unusually high number of claims, given the nature of the project, or unusual difficulty in resolving them. (Max. 5 points)
17. On a scale of 1-5, with 5 being the highest, rate the contractor with respect to timely payments by the contractor to either subcontractors or suppliers. (If the person being interviewed knows of no such difficulties, the score on this question should be “5.”)

18. On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall? (Max. 10 points)”

PART IV

EVALUATION AND SELECTION PROCESS

1. Best Value Evaluation of the RFP Responses

Responses shall be initially screened for the pass/fail responses.

For the remaining responses, the following scoring shall apply:

	Question	Scoring	Top Score Possible
1.	License suspended in last five years?	No = 10 points Yes = 0 points	10
2.	LDs imposed by Owner?	No = 50 points Yes = 10 points (1 time, less than \$2,500); 0 points if more than 1 time or if the amount was \$2,500 or more	50
3.	Debarred?	No = 50 points Yes = 0 points	50
4.	Deemed not responsible?	No = 30 points Yes = 0 points	30
5.	Claim against contractor?	No = 10 points Yes = 3 points (one claim); 0 points if more than one	10
6.	Claim against owner?	No = 10 points Yes = 5 points (one claim); 0 points if more than one	10
7.	Surety take over?	No = 50 points Yes = 0 points	50
8.	Debtor in bankruptcy?	No = 30 points Yes = 5 points	30
9.	Bankruptcy in last five years?	No = 20 points Yes = 0 points	20
10.	False claims?	No = 50 points Yes = 0 points	50
11.	Criminal conviction?	No = 50 points Yes = 0 points	50

12.	Criminal conviction regarding dishonesty?	No = 40 points Yes = 0 points	40
13.	OSHA penalties?	No = 50 points Yes = 0 points	50
14.	Environmental penalties?	No = 50 points Yes = 10 points (if district determines it was not serious); 0 points if serious	50
15.	Average EMR over 3 years?	50 points if below 1.00; 20 points if EMR is between 1.00 and 1.25; 0 points if over 1.25	50
16.	Prevailing wage penalties?	No = 30 points; 5 points if due to sub.; 0 points if due to prime	30
17.	Working capital?	30 points if over \$700,000; 20 points if over \$500,000; 0 points if below \$500,000	30
18.	Price Proposal (cumulative)	150 points if lowest; 140 points if second lowest etc.	150
19.	Assessment of Project Team, including qualifications, experience	100	100
20.	Experience with Similar Projects; owner evaluation, quality and budget control	150	150
21.	Project Management, including planning, coordination, scheduling, cost control, capabilities and techniques	100	100

Maximum Score Possible: 1000 points

Minimum Score Necessary: 800 points

Total Points Achieved: _____ points

At the Board's discretion, the final rankings may be determined by the initial scoring, or the Board may interview the top firms and require supplemental responses regarding price etc. using the scoring outlined above. The Board will make the final decision based on the 'best value' process.