REQUEST FOR PREQUALIFICATION
FOR

GENERAL CONTRACTORS
SEEKING TO BID ON THE

NAPA VALLEY COLLEGE
Wine Spectator Wine Education Center

NAPA VALLEY COLLEGE DISTRICT
NAPA, CALIFORNIA

ISSUED: January 22, 2024

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PROJECT INFORMATION AND RFP INSTRUCTIONS

I. NOTICE OF PREQUALIFICATION

Notice is hereby given that Napa Valley College District ("District") is seeking to prequalify B licensed Contractors who wish to compete for the award of contract for the Napa Valley College Wine Spectator Wine Education Center (WEC). The District has determined that, pursuant to Public Contract Code section 20651.5 all bidders on construction of the WEC Project must be pre-qualified prior to submitting a bid. All Contractors seeking to be prequalified must fully complete the prequalification questionnaire and provide all materials requested herein. No bid will be accepted from a Contractor that has failed to prequalify**.** If a Joint Venture intends to submit a bid, each entity within the Joint Venture must be separately prequalified.

II. PROJECT OVERVIEW

The new Wine Spectator Wine Education Center project ("Project") is located on the District's Main Campus at 2277 Napa-Vallejo Highway, Napa, California. This Project consists of two (2) phases. This Pre-Qualification is to pre-qualify Contractors that will be invited to bid on Phase 1 work. Phase 2 work is not being bid at this time. The District may use Phase 1 Pre-Qualified Contractors to bid on Phase 2 work when Phase 2 work is ready for bidding.

Phase 1 (work scope currently being bid)

Phase 1 includes construction of a new 7,445 SF Wine Education Center and new site improvements at this area. The new Wine Education building will contain wine sensory classrooms with an adjacent sensory preparation room, a wine laboratory classroom with an adjacent preparatory laboratory, administrative offices, multiple-user restrooms, a single user restroom, a custodial room and building services support spaces. These functions are currently located in the old Wine Education building and will migrate to the new Wine Education building when it is completed.

The new Wine Education building generally consists of the following:

- The foundation system will include continuous and pad concrete footings, and a slab on grade. The main vertical and horizontal building structure will be a combination of structural steel, architecturally exposed structural steel, steel moment frame, engineered wood and solid lumber. Exposed steel members receive a high-performance painted coating throughout the building, interior and exterior (fireproofing is not necessary).
- Exterior cladding is composed of a rain screen system with glass fiber reinforced cement planks and rough sawn plywood with board and battens. Exterior soffits consist of exposed wood boards over furring and cement plaster. Roofing is a combination of a metal standing seam system and a thermoplastic polyolefin system, with both systems over rigid insulation. A photovoltaic panel array field is mounted to the standing seam roofing system. A roof hatch with fixed wall ladder is provided for roof access.
- Exterior openings consist of aluminum storefront and entrances, and curtain wall glazing systems. Interior openings are hollow metal and aluminum door frames, with doors of wood, aluminum, and hollow metal. Door hardware is specified for all openings, exterior and interior.
- Interior floor finishes include sealed concrete, tile, carpet tile and resilient flooring. Interior wall finishes include painted gypsum wallboard, tile, exposed wood boards, acoustical wall panels and fiber reinforced wall panels. Interior ceiling finishes include painted gypsum wallboard, suspended acoustical panels, and exposed wood boards.
- Laboratory equipment and casework with epoxy resin countertops are included in the wine laboratory and adjacent preparation room. Casework in the sensory classroom and adjacent preparatory area are plastic laminate veneered wood with epoxy resin countertops.
- Specialties include an operable folding acoustic partition, toilet partitions and accessories, wire storage shelving, fire extinguisher cabinets, dry erase boards, and building signage.
- Appliances include wine cooler cabinets, commercial grade glassware dishwashers.

- Furnishings identified are electric window shades and recessed entry mats.
- Audio visual includes equipment, display panels, speaker system, assistive listening system, and controls.
- Fire protection consists of an NFPA 72 fire alarm system with voice evacuation, and an NFPA 13 automatic fire sprinkler system. Includes new fire service and hydrants.
- Plumbing systems generally include sanitary waste, vent, storm drain, domestic water, condensate, filtered water, laboratory waste, and natural gas. Plumbing generally includes fixtures for restrooms, laboratories and preparatory rooms, wine preparatory spaces, cart wash area, custodial room, mechanical equipment service, and general building services.
- Mechanical systems and equipment generally are variable refrigerant flow, rooftop gas fired units, exhaust fans, fume hood exhaust fan, ductwork, piping, air outlets and controls.
- Electrical systems and equipment generally consist of a pad mounted transformer and site distribution for power and fiber optic systems, building power and signal, lighting (building and site), lighting controls, communications and cable management systems, photovoltaic system with battery storage, and telecommunication system.
- Security system infrastructure pathways will be provided, with devices to be installed by the College.
- Site improvements will include accessibility upgrades to existing parking with paths of travel to the buildings, underground utility extensions to existing points of connection with trenching and patching, concrete walkways and patios, concrete retaining walls, concrete and stairs and ramps, patio with pavers, chain link fencing, site furnishings, tree protection/preservation, landscaping and irrigation system, miscellaneous related work.
- Refer to drawings and specifications for additional materials, equipment, and systems not identified above.

Phase 1 is anticipated to be issued for bid in March 2024. Construction is anticipated to commence in June 2024. The total project budget for Phase 1 is approximately $10 million. Due to interface with an occupied campus, the following phases and timeframes have been established for Phase 1 work: Mobilize on site and demolish old buildings and site preparation for new building, including extensions to existing utility and infrastructure connections. Demolish old Wine Education building. Construct new Wine Education building and associated site improvements, including building pad for possible Phase 2 Wine Education Hospitality building. Phase 1 Building to be ready for occupancy July 1, 2025.

Phase 2 (future Project phase)

Phase 2 work includes the new Wine Education Hospitality building (Phase 2), of approximately 3,080 SF, will be constructed of similar structure, exterior envelope, interior finishes, equipment, systems, and services as the Phase 1 building. Included in Phase 2 are: site preparation, construction of new Wine Education Hospitality building, connection of utilities and infrastructure, and construction associated with site improvements.

The following items are specific to the Phase 2 scope:

- Exterior openings include an aluminum horizontal sliding glass wall.
- Casework in the hospitality room includes a custom decorative metal finish.
- Laboratory casework, equipment, fixtures, plumbing, and mechanical laboratory grade items will not be necessary.
- Refer to drawings and specifications for additional materials, equipment, and systems not identified above.

III. PREQUALIFICATION PROCESS

A. Prequalification Submittal Overview:

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. The District will use these documents as the basis of rating Contractors. The District reserves the right to check other sources available. The District's decision will be based on the evaluation criteria in the attached Evaluation Forms.

The prequalification packages (questionnaire answers and financial statements) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated in the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify the District and provide updated accurate information in writing, under penalty of perjury.

The District may refuse to grant prequalification where the requested information and materials are not provided, or not provided by the due date. The closing time for submittals will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

The District reserves the right to make other inquiries as permitted by law. The District reserves the right, in its sole discretion, to reject any or all prequalification packages, to waive irregularities and omissions in the information contained in the prequalification package submitted, and to make all final determinations.

Contractors that have submitted a Prequalification Package shall receive written notification of their prequalification status. The District reserves the right to suspend or rescind the prequalification based on subsequently learned information, including falsification of information. Regardless of the fact of prequalification, the District is not precluded from a post-bid consideration of a bidder's responsibility, including a determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

B. Prequalification Forms:

All prequalification packages shall be on the forms provided by the District. Prequalification forms can be downloaded from the District's website at www.napavalley.edu

C. Deadline for Submitting Prequalification Packages:

Contractors are required to submit a prequalification package and submit one (1) unbound single sided original with attachments, five (5) bound copies with attachments and one (1) electronic copy (flash/thumb drive) including a PDF copy of the prequalification package. Please tab all sections of the Prequalification Questionnaire according to the table of contents. Prequalification submittals must be marked clearly on the sealed envelope with your firm name and **"Prequalification for General Contractors for the WEC".** Contractors must "hand deliver" a fully completed prequalification package as detailed above on or prior to:

2:00 P.M. (Pacific Time) on February 21, 2024. Prequalification Submittals are to be delivered to:

Napa Valley Community College District
2277 Napa Vallejo Highway
Room #4103
Napa, CA 94558

Submittals received after the specified time and date will not be considered and will be returned unopened to the sender. **THIS SUBMISSION DEADLINE WILL BE STRICTLY ENFORCED.** No fax, mail or e-mail copies will be accepted. The District reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole discretion.

D. Mandatory Pre-Submittal Conferences:
Two pre-submittal conferences are scheduled for:

Wednesday, January 31, 2024, at 10:00 A.M. (Pacific Time)

Thursday, February 01, 2024, at 1:00 P.M. (Pacific Time)

Interested parties are to meet at the Napa Valley Community College, 2277 Napa Vallejo Highway, Napa, CA 94558, Room #4103 in the 4100 building. The meeting will include a presentation of the project and will allow for questions regarding the prequalification package.

The same information will be addressed at both pre-submittal conferences. In order for a contractor's submittal in response to this RFQ to be considered, **interested parties MUST attend at least one (1) of these pre-submittal conferences. Failure to attend at least one (1) of these pre-submittal conferences will result in the submittal not being considered and will lead to immediate disqualification.**

E. Questions about the Prequalification Process:

Contractors are required to submit any questions in writing, via e-mail only, to the District's Project Manager no later than **4:00 P.M. (Pacific Time) on Thursday February 8, 2024.** The District's Project Manager is:

Ken Burroughs
Project Manager
Kitchell
Email: kburroughs@kitchell.com

No other questions will be received after the deadline. Only written inquiries will be permitted. Under no circumstance should any contractors contact, discuss with, or inquire of any District consultant, employee, or elected official on any matter relating to this solicitation process, except as provided above.

An Addendum listing the questions and answers will be issued to all attendees of the Mandatory Prequalification Conferences and posted on the District's web site on **February 23, 2024**.

This requirement is to ensure that the same information is communicated to all parties and that no inconsistent, incomplete, or inaccurate information is transmitted separately.

IV. PREQUALIFICATION EVALUATION

The District intends to utilize the Department of Industrial Relations, Model Forms for Prequalification and suggested scoring method for questions. The scoreable questions arise in the following categories:

PART I	Company Contact Information, Declaration and Acknowledgement of Addenda
PART II	Essential Requirements for Qualification
PART III	Organization History, Organization Performance, Compliance with Civil and Criminal Laws
PART IV	Organization's Experience and Recent Construction Projects Completed
PART V	Financial Statements and Supplemental Information
PART VI	Required Attachments

Note: A contractor may be found not prequalified for either:

(1) Omission of requested information; or
(2) Falsification of information

V. PREQUALIFICATION APPEAL PROCESS

Where a Contractor is not pre-qualified, the Contractor may dispute the District's determination through the appeal process. An appeal is begun by the Contractor delivering a written request for an explanation of any aspect of the District's determination to the District's Project Manager:

Ken Burroughs, Project Manager, Kitchell
2277 Napa-Vallejo Hwy,
Room #4103
Napa, CA 94558

A contractor's written request must be postmarked no later than five (5) business days after receipt of notice that the contractor is not prequalified.

Within five (5) working days from receipt of the District's written response to the Contractor's request, Contractor may submit, in writing, a request for reconsideration by the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

The District will render its decision within five (5) working days from receipt of Contractor's request for reconsideration, which shall be final and not subject to further appeal. It is the intention of the District that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

Without a timely appeal, the Contractor waives any and all rights to challenge the decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

PREQUALIFICATION QUESTIONNAIRE

PART I. COMPANY CONTACT INFORMATION and DECLARATION

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

Contact Person: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number: _____

Contractor's DIR Registration Number: _____

DECLARATION

1. Acknowledgement and Release. By signature and date on this page, prospective bidder authorizes any financial institution, credit reporting agency and/or service, legal firm or any other type of business, agency or individual named within this document to release to the Napa Valley College District (or Napa Valley College District's designated representative) any and all information as that information relates, or could relate, to their ability to evaluate the background, stability and general worthiness of this bidder to perform current or future construction activities if Prequalified and awarded a contract by the Napa Valley College District.

a. A photocopy of this page shall be deemed as valid as an original document.

b. This Acknowledgement and Release shall remain in effect until such time as the prospective bidder, in writing, requests that the Napa Valley College District cease any attempt to evaluate himself/herself/themselves as potential Prequalified bidder for construction work on the Wine Spectator Wine Education Center Project.

2. I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

Dated: _____ _____
(Signature)

_____
(Print name and title)

Acknowledgement of Addenda

Prospective Bidder hereby acknowledges receipt of all Addenda through and including:

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Addendum No. _____ , dated _____ .

Company _____

Authorized Signature _____

Printed Name _____

PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Except as otherwise provided, Contractor will be immediately disqualified if the answer to any of questions 1 through 7, and 14 is "No."

Contractor will be immediately disqualified if the answer to any of questions 8 through 13 is "Yes." [1]

1. Contractor possesses a valid and current California Contractor's B license.

   ☐ Yes ☐ No

   Contractor is currently registered with the California Department of Industrial Relations.

   ☐ Yes ☐ No

2. Contractor has Commercial Liability insurance in the amount of $2,000,000 each occurrence and $4,000,000 general aggregate for bodily injury, personal injury, property damage, advertising injury, and medical payments.

   ☐ Yes ☐ No

3. Contractor has Automobile Liability insurance in the amount of $1,000,000 combined single limit per accident and $2,000,000 general aggregate for bodily injury and property damage.

   ☐ Yes ☐ No

4. Contractor has Workers' Compensation Workers' Compensation limits as required by the Labor Code of the State of California and Employers Liability limits of $1,000,000 per accident.

   ☐ Yes ☐ No

5. Contractor has Builder's Risk Insurance at 100% of the value of the contract.

   ☐ Yes ☐ No

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

   ☐ Yes ☐ No

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

[1] 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.

7. 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: (a) that your current bonding capacity is sufficient for the project for which you seek prequalification if you are seeking prequalification for a single project; or (if you are seeking prequalification valid for a year) (b) your current available bonding capacity?

☐ Yes ☐ No

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

8. Has your contractor's license been suspended or revoked at any time in the last five (5) years?

☐ Yes ☐ No

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

☐ Yes ☐ No

10. At the time of submitting this prequalification form, is your firm ineligible to bid 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

If the answer is "Yes," state the beginning and ending dates of the period of debarment:

11. At any time during the last five (5) 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 bidding or performance of a government contract?

☐ Yes ☐ No

12. Is your firm currently the 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.

13. Was your firm in bankruptcy any time during the last five (5) years?

☐ 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.

14. Within the past seven (7) years has your firm contracted for and completed at a minimum one (1) DSA (Division of the State Architect) project with an original construction contract value of $10 million or more? (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ Yes ☐ No

15. Within the past seven (7) years how many teaching classrooms for community colleges or universities has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? These projects may be either whole or in part classified as education center building use. (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ No Projects ☐ 1 – 3 Projects ☐ 4 or More Projects

16. Within the past seven (7) years how many laboratory or science classrooms for community colleges or universities has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? These projects may be either whole or in part classified as education center building use. (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ No Projects ☐ 1 – 3 Projects ☐ 4 or More Projects

17. Within the past seven (7) years how many winery tasting rooms has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? These projects may be either whole or in part classified as education center building use. (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ No Projects ☐ 1 – 3 Projects ☐ 4 or More Projects

18. Within the past seven (7) years how many K-12, Community College, Public University or other Public Works projects with an original construction contract value of $5 million or more has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ No Projects ☐ 1 – 3 Projects ☐ 4 or More Projects

19. Within the past seven (7) years how many DSA (Division of the State Architect) projects with an original construction contract value of $5 million or more has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ 1 - 2 Projects ☐ 3 – 5 Projects ☐ 6 or More Projects

20. Within the past seven (7) years how many projects with an original contract value somewhere between $5.1 million - $9.99 million has your firm contracted for and completed at least a minimum 75% or more of actual construction value in work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ No Projects ☐ 1 – 2 Projects ☐ 3 or More Projects

21. Within the past seven (7) years how many projects with an original contract value somewhere between $10 million - $14 million has your firm contracted for and completed at least a minimum 75% or more of actual construction value in work at this time? (The same projects may be used to meet the requirements

of questions 14 through 20.)

☐ No Projects ☐ 1 – 2 Projects ☐ 3 or More Projects

22. Within the past seven (7) years how many projects with an original contract value at $15 million or more has your firm contracted for and completed at least a minimum 75% or more of actual construction value in work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)

☐ No Projects ☐ 1 – 2 Projects ☐ 3 or More Projects

PART III. ORGANIZATION HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. 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 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	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 percent (10%) or more of the business.

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

For Firms That Are Sole Proprietorships:

1a. Date of commencement of business. _____
1b. Social security number of company owner. _____
1c. 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.

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

For Firms That Intend to Make a Bid 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 bid on one or more projects:

Name of firm	% Ownership of Joint Venture

B. 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 (3) 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 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 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 (3) years:

_____ _____ _____

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

C. 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 (5) 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 (5) years?

☐ Yes ☐ No

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

11. 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 (5) years?

☐ Yes ☐ No

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

D. DISPUTES

12. At any time in the last five (5) years has your firm been assessed 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.

13. In the last five (5) 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 bidding 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 prequalification 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.

14. In the last five (5) years has your firm been denied an award of a public works project contract based on a finding by a public agency that your company was not a responsible bidder?

☐ 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.

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor.

15. In the past five (5) 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).

16. In the past five (5) 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).

* * * * *

17. At any time during the past five (5) 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.

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 page. Name the insurance carrier, the form of insurance and the year of the refusal.

E. CRIMINAL MATTERS AND RELATED CIVIL SUITS

19. Has your firm or any of its owners, officers or partners 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 page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

20. Has your firm or any of its owners, officers or partners ever 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.

21. Has your firm or any of its owners, officers or partners ever 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.

F. BONDING

22. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety:_____

Name of surety agent, address and telephone number:

_____

23. If your firm was required to pay a premium of more than one percent (1%) for a performance and payment bond on any project(s) on which your firm worked at any time during the last three (3) years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one percent (1%), if you wish to do so.

_____

24. List all other sureties (name and full address) that have written bonds for your firm during the last five (5) years, including the dates during which each wrote the bonds:

_____

_____

_____

_____

25. During 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 during a public construction project when one was required?

☐ Yes ☐ No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies that denied coverage; and the period during which you had no surety bond in place.

G. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH LAWS AND WITH OTHER LABOR LEGISLATION SAFETY

26. Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five (5) 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," attach 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.

27. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five (5) 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.

28. Has the state or federal EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five (5) 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.

29. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

_____

30. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three (3) 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 (3) years is or was 1.00 or higher you may, if you wish, attach a letter of explanation.

31. Within the last five (5) years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

☐ Yes ☐ No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five (5) years. (If your firm has been in the construction business for less than five (5) years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

H. PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE RECORD

32. Has there been more than one occasion during the last five (5) years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** 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.

33. During the last five (5) years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal** Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If "yes," attach a separate signed page or pages describing the nature of the 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, the amount of back wages you were required to pay along with the amount of any penalty paid.

34. Provide the **name, address and telephone number** of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your company for use on any public work project for which you are awarded a contract by the Napa Valley College District

_____

_____

35. At any time during the last five (5) years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on government construction projects?
NOTE: You may omit reference to any incident that occurred prior to January 1, 2014, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.

☐ Yes ☐ No

If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).

PART IV. ORGANIZATION'S EXPERIENCE AND RECENT CONSTRUCTION PROJECTS COMPLETED

Provide information on projects completed or currently in progress that demonstrate your organization's experience with projects of similar scope, size and complexity as the Napa Valley College Wine Spectator Wine Education Center. Provide specific project related experience, relevance of scope, size and complexity.

1. Relevant Project Experience

Provide information for six (6) public works projects completed within the last seven (7) years. Please use the Sample Format following this section.

At least three (3) of the examples should have original construction values in excess of $10,000,000, including at least one (1) project that is a K-14 project in the state of California with a construction value in excess of $5,000,000. Relevant projects shall include as many of the following components and construction features as applicable:

- Education buildings in excess of 10,000 sf
- Steel framed buildings
- Buildings with steel moment frames
- Buildings with architecturally exposed structural steel
- Buildings with rain screen with glass fiber reinforced cement planks or panels
- Buildings with extensive storefront systems
- Buildings with standing seam metal roofing
- Buildings with TPO roofing
- Buildings with photovoltaic systems with rooftop arrays installed
- Buildings with NFPA 13 automatic fire sprinklers systems
- Buildings with NFPA 72 fire alarm system with voice evacuation
- Buildings with a lithium ion phosphate battery storage room
- Projects consisting of or which include college or university laboratories with preparatory rooms
- Projects with complex interrelated building systems such as security monitoring and alarm, building and energy management systems, telecommunications, data distribution and other related sub-systems
- Projects in the center of educational campuses requiring work adjacent to existing sites/facilities that remain occupied and operational, while new work including utilities, site features, security, building and energy management, and telephone/data systems are constructed
- Demolition of buildings in excess of 15,000sf
- Projects whose agency of jurisdiction was California State Division of the State Architect (DSA)

Clearly identify the relevance of each project and be specific as to the nature of any self-performed work and the role of your organization in the management of the overall project. Photos and other graphic materials would be helpful to delineate each project.

2. Reference Interview Questions

This section includes a series of interview questions and questions about recently completed projects. **The District, in its sole discretion, may choose whether or not to conduct these reference interviews.** If the District chooses to conduct the interviews, the following questions will be used to interview randomly selected contacts from at least two (2) completed projects. No action on the Contractor's part is necessary. The following questions are included for the Contractors' information only:

1. Are there any outstanding stop payment 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 1-10, with 10 being the best, did the contractor provide adequate personnel? (Max. 10 points)

3. On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision? (Max. 10 points)

4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? (Max. 10 points)

5. On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? (Max. 10 points)

6. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your agency or business approved? (Max. 10 points)

7. Was the project completed on time? (10 points if the answer is "Yes"). Or, if the answer is "no," on a scale of 1-10, with 10 being the least responsible, how responsible was the contractor for the delay?

8. On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of Change Order requests. (Max. 10 points)

9. On a scale of 1-10, with 10 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. 10 points).

10. On a scale of 1-10, with 10 being the best, rate how the contractor performed in the area of Operation & Maintenance manuals, as-built drawings, providing required training and resolving warranty items? (Max. 10 points)

11. On a scale of 1-10, with 10 being the lowest amount, rate the contractor on whether there were an unusually high number of claims, given the nature of the project. (Max. 10 points)

12. On a scale of 1-10, with 10 being the timeliest, did the contractor make timely payments to either subcontractors or suppliers? (If the person being interviewed knows of no such difficulties, the score on this question should be "10.")

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

Project Description and Information Sheet

Contractor shall provide information about its six (6) most recently completed public works projects within the last ten (10) years. Names and references must be current and verifiable. Use a separate sheet of paper for each project and provide all the following information:

Project Name: _____

Location: _____

Gross Area (SF): _____

Project Delivery Method: _____

Owner: _____

Owner Contact (name, current email, and current phone number):

_____

Architect or Engineer: _____

Architect or Engineer Contact (company name, contact and current email and phone number):

_____

Construction Manager: _____

Construction Manager Contact (company name, contact and current email and phone number):

_____

Description of Project, Scope of Work Performed: _____

_____

LEED Certification Level (if any): _____

Original Construction Contract Amount: _____

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

PART V. FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION

Financial prequalification may be established by determining capacity to perform the Wine Spectator Wine Education Center Project contract in the following manner:

a. Working capital is determined from the most recent balance sheet submitted, by subtracting the current liabilities from current assets.

b. Available lines of credit or other credit facilities are then added to the working capital, and then the sum is multiplied by ten (10).

c. Uncompleted work on current contracts, which have been awarded to your organization (backlog), will be subtracted from the amount determined in paragraph "b" above.

d. Any positive number resulting from paragraph "c" above would be the maximum Napa Valley College District contract that can be awarded to the Submitting organization.

Should your organization not qualify on the basis of the above calculation, the Napa Valley College District may consider other alternative information you can provide that, in its sole judgment, indicates clearly your ability to meet the financial requirements of the anticipated Napa Valley College District contract. This information must include the required data described below, and sufficient supplemental analysis and description as needed to clearly present your position. This information must be submitted with your Request for Prequalification. It is your responsibility to make the above-described calculation and determine if additional information will be required to demonstrate your ability to perform the project.

Information you must submit includes:

1. Full set of financial statements for your most recent three (3) complete fiscal years, accompanied by either an audit or review report by an independent Certified Public Accountant. *Compiled or internally prepared financial statements will not be accepted.* Statements, which are older than six (6) months, must be supplemented by internally financial statements, which update the information to no more than six (6) months from the date of submission of the Request for Prequalification. Such statements must be prepared in accordance with generally accepted accounting principles, including all required information disclosures.

2. Letter from a financial institution in support of available lines of credit or other facilities, if you wish them to be considered in prequalification. See attached "General Statement of Bank Credit" for sample language; Attachment - 1.

3. Schedule indicating contracts, which have been awarded to you, and reconciling the original award, any amendments, completed portion and uncompleted portion of such contracts. This is your backlog of work awarded but not yet complete.

PART VI. REQUIRED ATTACHMENTS

Name of Organization (Name must correspond exactly with Contractor's License)

Napa Valley College District
2277 Napa-Vallejo Hwy
Napa, CA 94558

The following documents, Attachments 1 through 8, are to be submitted as part of the Request for Prequalification. Failure to provide all these attachments will be cause for disqualification for this project.

- **Attachment 1** - General Statement of Bank Credit
- **Attachment 2** - Certificate of Accountant
- **Attachment 3** - Notarized Statement from Bonding Company
- **Attachment 4** - Notarized Statement from Worker's Compensation Insurance Carrier
- **Attachment 5** - Current Copy of Organization's California Contractor's License(s)
- **Attachment 6** - Certification declaring that the applying organization has not had a surety company finish work on any project within the last five (5) years.
- **Attachment 7** - Certification declaring that the applying Organization, in the last five (5) years has not been found by a judge, arbitrator, jury, or a nolo contendere plea to have submitted a false or fraudulent claim to a public agency.
- **Attachment 8** - Certification declaring that the applying Organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to Public Contract Code section 10162.

Attachment 1

BANK CREDIT STATEMENT

_____(Date)

Bank Reference # ----------

Gentlemen:

In connection with the pre-qualification of _____
(Name of General Contractor)

Under Section 10160 et seq. of the Public Contract Code to perform contracts with the City, we hereby declare that said General Contractor has been extended a line of credit in a total amount not exceeding $_____, and that such credit will not be withdrawn or reduced without notice to the Napa Valley College District.

This letter is signed with the understanding that it is a document to be used by the Napa Valley Community College District only for the purpose of determining the financial resources of said General Contractor available for use in performing work under contracts, which may be awarded by the Napa Valley College District during the term of its prequalification.

This General Statement of Bank Credit supersedes and replaces any General Statement of Bank Credit from the same Bank, which may have been filed with the current General Contractor's Statement of Experience and Financial Condition and will EXPIRE with the Annual Contractor's Statement of Experience and Financial Condition for which the line of credit was issued.

---------- (Name of Bank)

---------- (Address)

By ---------- (Signature of Bank Representative)

---------- (printed name and Title)

---------- (phone)

PLEASE NOTE: The above form is optional and may be used to augment your Working Capital or help your firm establish a rating when completed by your bank; if they prefer, one with the same provisions maybe issued on the bank's own letterhead.

Attachment 2

Certificate of Accountant

Exchange this page for a certification declaring that the financial statements included in this Prequalification Submittal set forth fairly the financial condition of the applying organization.

Sample Declaration

I (We) have examined the financial statements of _____
(Name of *Organization)*
as of_____. My examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In my (our) opinion, the accompanying financial statements included in this Prequalification Submittal, set forth fairly the financial condition of _____
(Name of *Organization)*
*as of*_____*in conformity with generally accepted accounting principles applied on a basis consistent with that of the proceeding year.*

_____ License No. :_____
(Accountant's Signature)

_____
(Name of Accounting Firm's)

_____
(Address of Firm)

_____

_____

NOTE TO ACCOUNTANT:
The above Certificate of Accountant must not be made by any individual who is a member or who is in the regular employment of the individual, partnership, corporation, or joint venture submitting this Request for Prequalification.

Attachment 6

Certification Declaring Applying Organization Has Not Had Surety Finish Work on any Project within last Five Years

Exchange this page for a certification declaring that the applying organization has not had a surety company finish work on any project within the last five (5) years.

Sample Declaration

I,_____authorized agent of_____
(Name of *Organization)*
hereby certify, under penalty of perjury under the laws of the State of California, that the organization named above has not had a surety company finish work on any project within the last five (5) years.

Signed:_____Dated:_____

Attachment 7

False or Fraudulent Claim

Exchange this page for a certification declaring that the applying organization in the last five (5) years has not been found, by a judge, arbitrator, jury, or nolo contendere plea, to have submitted a false or fraudulent claim to a public agency.

Sample Declaration

I,_____authorized agent of_____
(Name of *Organization)*
hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. In the last five (5) years, the organization named above, any affiliate, parent or subsidiary company, has not been found by a judge, arbitrator, jury, or nolo contendere plea, to have submitted a false or fraudulent claim to a public agency.

Signed:_____Dated:_____

Attachment 8

Disqualification or Removal

Exchange this page for a certification declaring that the applying organization has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of violations of law or a safety regulation, pursuant to State of California, Public Contract Code, Section 10162.

Sample Declaration

I,_____ authorized agent of _____
(Name of *Organization)*
hereby certify, under penalty of perjury under the laws of the State of California, that the organization named above has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of violations of law or a safety regulation, pursuant to State of California, Public Contract Code, Section 10162.

Signed:_____ Dated:_____

PREQUALIFICATION
EVALUATION FORMS
(FOR INFORMATION PURPOSES)

Prequalification of General Contractors
Contractor Evaluation Form
Napa Valley College District
Wine Spectator Wine Education Center

CONTRACTOR INFORMATION

Firm Name:
Contact Person:
Address:
Phone:

PREQUALIFICATION EVALUATION		Evaluation
PART I	COMPANY CONTACT INFORMATION, DECLARATION and AFFIDAVIT	PASS / FAIL
PART II	ESSENTIAL REQUIREMENTS FOR PREQUALIFICATION	PASS / FAIL
PART III	ORGANIZATION HISTORY, ORGANIZATION PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS	PASS / FAIL
	PART III Sections B through F	PASS / FAIL
	PART III Sections G through H	PASS / FAIL
PART IV	ORGANIZATION'S EXPERIENCE AND RECENT CONSTRUCTION PROJECTS COMPLETED	PASS / FAIL
PART V	FINANCIAL STABILITY	PASS / FAIL
PART VI	REQUIRED ATTACHMENTS	PASS / FAIL

PREQUALIFICATION DETERMINATION **PASS / FAIL**

Contractor MUST PASS ALL PARTS I-VI for be deemed prequalified to bid. To "PASS" any single part, contractor MUST PASS all PASS/FAIL questions and MUST obtain the stated passing score when questions are rated rather than being PASS/FAIL.

Prequalification of General Contractors
Contractor Evaluation Form
Napa Valley College District
Wine Spectator Wine Education Center

Contractor:

Reviewed by:

Review Date:

PASS/FAIL

PART I COMPANY CONTACT INFORMATION AND DECLARATION AND ACKNOWLEDGEMENT OF ADDENDA

Company contact information and declaration completed and signed

Yes - OK to proceed
No - Disqualified

Rating: _____

Acknowledgement of Addenda

Yes - OK to proceed
No - Disqualified

Rating: _____

Evaluation of Part I **Rating: PASS / FAIL**

PART II ESSENTIAL REQUIREMENTS FOR QUALIFICATION

1-6 **Contractor will be immediately disqualified if the answer to any of questions 1 through 6 is "No."**

List Questions Answered "NO" :	

Rating: _____

7-12 **Contractor will be immediately disqualified if the answer to any of questions 7 through 12 is "Yes."**

List Questions Answered "YES" :	

Rating: _____

13 **Contractor will be immediately disqualified if the answer to questions 13 a is "No."**

List Questions Answered "NO" :	

Rating: _____

14 - 20 **For qualification, a passing score of 24 or more is required for this portion of the questionnaire.**

Rating: _____

14. **Within the past seven (7) years has your firm contracted for and completed at a minimum one (1) DSA (Division of the State Architect) project with an original construction contract value of $10 million or more? (The same projects may be used to meet the requirements of questions 14 through 20.)**

_____ Points

No project	= 0 Points
1 - 3 projects	= 3 Points
4 or more projects	= 5 Points

Prequalification of General Contractors
Contractor Evaluation Form
Napa Valley College District
Wine Spectator Wine Education Center

15. **Within the past seven (7) years how many teaching classrooms for community colleges or universities has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? These projects may be either whole or in part classified as education center building use. (The same projects may be used to meet the requirements of questions 14 through 20.)**

No project	= 0 Points
1 - 3 projects	= 3 Points
4 or more projects	= 5 Points

_____ Points

16. **Within the past seven (7) years how many laboratory or science classrooms for community colleges or universities has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? These projects may be either whole or in part classified as education center building use. (The same projects may be used to meet the requirements of questions 14 through 20.)**

1 - 2 projects	= 0 Points
3 - 5 projects	= 3 Points
6 or more projects	= 5 Points

_____ Points

17. **Within the past seven (7) years how many winery tasting rooms has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? These projects may be either whole or in part classified as education center building use. (The same projects may be used to meet the requirements of questions 14 through 20.)**

No projects	= 0 Points
1 - 2 projects	= 3 Points
3 or more projects	= 5 Points

_____ Points

18. **Within the past seven (7) years how many K-12, Community College, Public University or other Public Works projects with an original construction contract value of $5 million or more has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)**

No projects	= 0 Points
1 - 2 projects	= 3 Points
3 or more projects	= 5 Points

_____ Points

Prequalification of General Contractors
Contractor Evaluation Form
Napa Valley College District
Wine Spectator Wine Education Center

19. **Within the past seven (7) years how many DSA (Division of the State Architect) projects with an original construction contract value of $5 million or more has your firm contracted for and completed at a minimum 75% or more of the actual construction work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)**

_____ Points

No projects	=	0 Points
1 - 2 projects	=	5 Points
3 or more projects	=	10 Points

20. **Within the past seven (7) years how many projects with an original contract value somewhere between $5.1 million - $9.99 million has your firm contracted for and completed at least a minimum 75% or more of actual construction value in work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)**

No projects	=	0 Points
1 - 2 projects	=	3 Points
3 or more projects	=	5 Points

_____ Points

21. **Within the past seven (7) years how many projects with an original contract value somewhere between $10 million - $14 million has your firm contracted for and completed at least a minimum 75% or more of actual construction value in work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)**

No project	=	0 Points
1 - 3 projects	=	3 Points
4 or more projects	=	5 Points

_____ Points

22. **Within the past seven (7) years how many projects with an original contract value at $15 million or more has your firm contracted for and completed at least a minimum 75% or more of actual construction value in work at this time? (The same projects may be used to meet the requirements of questions 14 through 20.)**

No project	=	0 Points
1 - 3 projects	=	3 Points
4 or more projects	=	5 Points

_____

Evaluation of Part II (Questions 1 through 19) **Rating: PASS / FAIL**

Prequalification of General Contractors Contractor Evaluation Form
Napa Valley College District
Wine Spectator Wine Education Center

Contractor:

Reviewed by:

Review Date:

PART III ORGANIZATION HISTORY, ORGANIZATION PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

Sections B through F

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

less than 3 years	=	0 Points
3 years	=	2 Points
4 years	=	3 Points
5 years	=	4 Points
6 years or more	=	5 Points

_____ Points

11 **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	=	0 Points
No	=	5 Points

_____ Points

12 **At any time in the last five 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?**

0-1 Projects with LD's	=	5 Points
2 Projects with LD's	=	3 Points
Any other answer	=	0 Points

_____ Points

13 **In the last five 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 bidding on, or completing, any government agency or public works**

Yes	=	0 Points
No	=	5 Points

_____ Points

14 **In the last five years, has your firm been denied an award of a public works project contract based on a finding by a public agency that your company was not a responsible bidder?**

Yes	=	0 Points
No	=	5 Points

_____ Points

15 **In the past five years, has any claim <u>against</u> your firm concerning your firm's work on a construction project, been <u>filed in court or arbitration</u>?**

No or Yes indicating 1 instance	=	5 Points
Yes indicating 2, 3 or 4 such instances	=	3 Points
Yes indicating more than 5 such instances	=	0 Points

_____ Points

Prequalification of General Contractors Contractor Evaluation Form
Napa Valley College District
Wine Spectator Wine Education Center

16 **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?** _____ Points

No or Yes indicating 1 instance	=	5 Points
Yes indicating 2, 3 or 4 such instances	=	3 Points
Yes indicating more than 5 such instances	=	0 Points

17 **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?** _____ Points

No	=	5 Points
Yes indicating no more than 1-2 such claims	=	3 Points
Subtract 5 point for Yes if more than 2 such claims	=	-5 Points

18 **In the last five years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?** _____ Points

No or Yes indicating 1 such instance	=	5 Points
Yes indicating 2 such instances	=	3 Points
Yes indicating more than 2 such instances	=	0 Points

19 **Has your firm, or any of its owners, officers, or partners 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?** _____ Points

Yes	=	-5 Points
No	=	5 Points

20 **Has your firm, or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?** _____ Points

Yes	=	-5 Points
No	=	5 Points

21 **Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?** _____ Points

Yes	=	-5 Points
No	=	5 Points

23 **If your firm was required to pay a premium of more than one per cent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay.** _____ Points

If the rate is no more than 1%	=	5 Points
If the rate was no higher than 1.10%	=	3 Points
Any other answer	=	0 Points

25 **During the last five years, has your firm ever been denied bond credit 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?** _____ Points

Yes	=	0 Points
No	=	5 Points

Total Points for PART III (Sections B-F):_____Points

Evaluation of Part III (Sections B-F) **PASS / FAIL**

For qualification, a passing score of 54 or more points is needed on this portion of the questionnaire

Note: Section A questions and several other questions within Part III are not scored, but all questions MUST be completed.

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Contractor:

Reviewed by:

Review Date:

PART III ORGANIZATION HISTORY, ORGANIZATION PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

Sections G through H

26 **Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years?** _____ Points

No or Yes indicating 1 such instance	=	5 Points
Yes indicating 2, 3 or 4 such instances	=	3 Points
Yes indicating more than 4 such instances	=	-5 Points

27 **Has the Federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?** _____ Points

No or Yes indicating 1 such instance	=	5 Points
Yes indicating 2, 3 or 4 such instances	=	3 Points
Yes indicating more than 4 such instances	=	-5 Points

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

No or Yes indicating 1 such instance	=	5 Points
Yes indicating 2, 3 or 4 such instances	=	3 Points
Yes indicating more than 4 such instances	=	0 Points

29 **How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?** _____ Points

Once each week or more often	=	3 Points
Any other answer	=	0 Points

30 **List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:** _____ Points

Three year average EMR of .95 or less	=	5 Points
Three year average of EMR of more than .95 but no more than 1.00	=	3 Points
Three year average of EMR 1.00	=	0 Points

31 **Within the last five years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?** _____ Points

No or Yes indicating 1 such instance	=	5 Points
Any other answer	=	0 Points

32 **Has there been more than one occasion during the last five years on which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?** _____ Points

No or Yes indicating no more than 4 such instances	=	5 Points
Yes indicating either 5 or 6 such instances	=	3 Points
Yes indicating more than 6 such instances	=	0 Points

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33 **During the last five years, has there been more than one occasion on which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?**

No or Yes indicating no more than 4 such instance	=	5 Points
Yes indicating either 5 or 6 such instances	=	3 Points
Yes indicating more than 6 such instances	=	0 Points

_____ Points

34 **Provide the name, address and telephone number of the apprenticeship program sponsor(s) (approved by the California Division of Apprenticeship Standards) that will provide apprentices to your company for use on any public work project for which you are awarded a contract by the Authority.**

At least one approved apprenticeship program is listed	=	5 Points
Any other answer	=	0 Points

_____ Points

36 **At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on government construction projects?**

No or Yes indicating no more than 4 such instance	=	5 Points
Yes indicating either 5 or 6 such instances	=	3 Points
Yes indicating more than 6 such instances	=	0 Points

_____ Points

Total Points for PART III (Sections G-H)_____Points

Evaluation of Part III (Sections G-H) **PASS / FAIL**

For qualification, a passing score of 34 or more points is needed on this portion of the questionnaire

Note: Question #34 is not scored, but MUST be completed.

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Contractor:

Reviewed by:

Review Date:

PART IV	**ORGANIZATION'S EXPERIENCE AND RECENT PROJECTS COMPLETED**	**PASS/FAIL**
1	**Information on six (6) projects included within last seven (7) years** Yes - OK to proceed (Pass) No - Disqualified (Fail)	Rating: **PASS / FAIL**
1.A	**Three (3) building projects with a completed construction value of at least $5 million included** Yes - OK to proceed (Pass) No - Disqualified (Fail)	Rating: **PASS / FAIL**
1.B	**One (1) public works project in CA with a completed construction value of at least $5 million included** Yes - OK to proceed (Pass) No - Disqualified (Fail)	Rating: **PASS / FAIL**
2.A	**Interview of Project "A"**	Rating: **PASS / FAIL**
2.B	**Interview of Project "B"**	Rating: **PASS / FAIL**

Evaluation of Part IV **PASS / FAIL**

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Project A Interview

Project Name: **Date:**
Owner: **Spoke to:**

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 outstanding stop notice, lien, or claim	=	-1 Points
2 outstanding stop notices, liens, or claims	=	-2 Points
3 outstanding stop notices, liens, or claims	=	-3 Points
4 outstanding stop notices, liens, or claims	=	-4 Points
5 outstanding stop notices, liens, or claims	=	-5 Points

_____ Points

2 **On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel?**

_____ Points

3 **On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision?**

_____ Points

4 **On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job?**

_____ Points

5 **On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates?**

_____ Points

6 **On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your agency or business approved?**

_____ Points

7 **Was the project completed on time?**

_____ Points

Yes	=	10 Points
If "No", on a scale of 1-10, with 10 being the least responsible, how responsible was the contractor for the delay?	=	1-9 Points

8 **On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of Change Order requests.**

_____ Points

9 **On a scale of 1-10, with 10 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.**

_____ Points

10 **On a scale of 1-10, with 10 being the best, rate how the contractor performed in the area of Operation & Maintenance manuals, as-built drawings, providing required training and resolving warranty items?**

_____ Points

11 **On a scale of 1-10, with 10 being the lowest amount, rate the contractor on whether there were an unusually high number of claims, given the nature of the project.**

_____ Points

12 **On a scale of 1-10, with 10 being the timeliest, did the contractor make timely payments to either subcontractors or suppliers? (If the person being interviewed knows of no such difficulties, the score on this question should be "10.")**

_____ Points

13 **On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall?**

_____ Points

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Total Points Project Interview A:_____Points

Evaluation of Part IV (Project A)	**PASS / FAIL**

For qualification, a passing score of 75 or more points is needed on this Project A Interview.

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Project B Interview

Project Name: **Date:**
Owner: **Spoke to:**

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?** _____ Points

1 outstanding stop notice, lien, or claim	=	-1 Points
2 outstanding stop notices, liens, or claims	=	-2 Points
3 outstanding stop notices, liens, or claims	=	-3 Points
4 outstanding stop notices, liens, or claims	=	-4 Points
5 outstanding stop notices, liens, or claims	=	-5 Points

2 **On a scale of 1-10, with 10 being the best, did the contractor provide adequate personnel?** _____ Points

3 **On a scale of 1-10, with 10 being the best, did the contractor provide adequate supervision?** _____ Points

4 **On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job?** _____ Points

5 **On a scale of 1-10, with 10 being the best, was the contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates?** _____ Points

6 **On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your agency or business approved?** _____ Points

7 **Was the project completed on time?** _____ Points

Yes	=	10 Points
If "No", on a scale of 1-10, with 10 being the least responsible, how responsible was the contractor for the delay?	=	1-9 Points

8 **On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of Change Order requests.** _____ Points

9 **On a scale of 1-10, with 10 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.** _____ Points

10 **On a scale of 1-10, with 10 being the best, rate how the contractor performed in the area of Operation & Maintenance manuals, as-built drawings, providing required training and resolving warranty items?** _____ Points

11 **On a scale of 1-10, with 10 being the lowest amount, rate the contractor on whether there were an unusually high number of claims, given the nature of the project.** _____ Points

12 **On a scale of 1-10, with 10 being the timeliest, did the contractor make timely payments to either subcontractors or suppliers? (If the person being interviewed knows of no such difficulties, the score on this question should be "10.")** _____ Points

13 **On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall?** _____ Points

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Total Points Project Interview B:_____Points

Evaluation of Part IV (Project B) **PASS / FAIL**

For qualification, a passing score of 75 or more points is needed on this Project B Interview.

Contractor:

Reviewed by:

Review Date:

PART V FINANCIAL STATEMENTS AND SUPPLEMENTAL INFORMATION

Company qualifies per the Financial Equation listed in Part V Rating: _____

Yes - OK to proceed (Pass)

No - Disqualified (Fail)

Evaluation of Part V **PASS / FAIL**

PART VI REQUIRED ATTACHMENTS

Required attachments included in Prequalification Submittal Rating: _____

Yes - OK to proceed (Pass)

No - Disqualified (Fail)

Evaluation of Part VI **PASS / FAIL**