

Request for Qualifications and Proposals for Preconstruction Services and Construction Management at Risk Services with a Guaranteed Maximum Price

Mendota City Hall and
Police Station

City of Mendota

REQUEST FOR QUALIFICATIONS/PROPOSALS

Request for Qualifications and Proposals for Preconstruction Services and Construction Management at Risk with a Guaranteed Maximum Price

Date

9/13/21

To

GC/Construction Management Firms

From

City of Mendota

Project Title

Mendota City Hall and Police Station
Solicitation Number: ?

Send Proposals To:

*Charles Dellinger, AIA
Senior Project Manager
RRM Design Group
3765 S Higuera, Suite 102
San Luis Obispo, CA 93401*

Contact:

cadellinger@rrmdesign.com

Schedule of Events

No.	Events	Dates (Calif. Time)
1	Pre-Proposal / Project Review Teleconference. Telephone Participants Dial:	2:00 PM on Thursday, September 16, 2021
2	Deadline for submission of Proposer's Requests for Clarifications re: the RFQ/P and non-binding email of Intent to Respond	2:00 PM on Monday, September 20, 2021
3	Clarifications, Modifications and Answers to Questions posted on "courts.ca.gov" website: http://www.courts.ca.gov/home.htm	5:00 PM on Tuesday, September 21, 2021
4	<u>Submittal Deadline for RFQ/P</u>	2:00 PM on Friday, September 24, 2021
5	Selection of Short Listed Proposers	5:00 PM on Tuesday, September 28, 2021
6	Interviews/Questions Workshop of Short Listed Proposers in Mendota, CA.	Tuesday, October 5, 2021 (estimated)
7	Posting of Intent to Award	Thursday, November 4, 2021

RFQ/P Index

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Attachments:

- A CM Agreement for Preconstruction and Construction Phase Services - *provided to RFP shortlist*
- B Project Summary and Feasibility Report
- C Construction Phase Scope Detail - *provided to RFP shortlist*
- D *Not included*
- E Technical Qualifications Questionnaire
- F Fee Proposal Form - *provided to RFP shortlist*
- G *Not included*
- H General Conditions of the Contract for Construction - *provided to RFP shortlist*
- I Cost Responsibility Matrix - *provided to RFP shortlist*
- J Conceptual Plans
- K Schematic (GMP) Plans - provided to RFP shortlist

1.0 Introduction

This Request for Qualifications and Proposal (RFQ/P) is the means for General Contractors/Construction Managers to submit their proposals to the CITY for the services described in this document. The RFQ/P and all associated documents and addenda are available in electronic form at:

<https://www.ci.mendota.ca.us/>

2.0 Purpose of this Request for Qualifications/Proposal

The CITY seeks to retain the services of a qualified Construction Manager (CM) with expertise in all phases of preconstruction and construction of public buildings as described herein, for the Project as described in article 3, Project Description. Subject to the conditions prescribed by the CITY and provided herein, the CITY is hereby soliciting Qualifications and Proposals for furnishing Preconstruction Services and Construction Management with a Guaranteed Maximum Price (GMAX) for the Project, as described in this RFQ/P. The selected CM will apply their expertise to all aspects of the Project in collaboration with other project participants to provide significant value to the City. Selection will be made on the basis of a combination of qualifications and price. The CITY intends to award the CM at Risk (CM@R) Contract and issue a Notice to Proceed in a timely manner following the selection process.

This RFQ/P describes the Project in terms of Preconstruction Phase Services and Construction Phase services. The procurement method for the purchase of the services during the Preconstruction Phase of this Project shall be a firm fixed price proposal. The procurement method for the Construction Phase of

this Project uses a procurement method that is commonly known as “Construction Manager at Risk with Guaranteed Maximum Price” (CM@R). This RFQ/P requests that interested firms submit a Proposal which encompasses both Phases of the Project.

In responding to this RFQ/P, all Proposers are required to adhere to all of CITY requirements provided herein. All Proposers must hold and maintain a valid type B general contractor license from the State of California. The CITY will contract with a single firm or entity, and the successful Proposer may not self-perform construction work or bid on subcontractor bid packages, unless reviewed and approved by the City with at least two comparable subcontractor proposals for any trade valued at \$25,000 or more.

3.0 Project Description

A description of the Project may be found in Attachment B, Project Summary.

The CITY’s estimated Direct Cost of Construction only of this Project is \$ 5,800,000 (excludes Contractor Contingency and insurance).

Estimated Notice to Proceed with Preliminary Plan Phase: November 08, 2021

Estimated Notice to Proceed with Construction Phase: May 2022.

The CITY anticipates construction duration of approximately two hundred sixty (260) work days from start to final completion. Actual final schedule will be developed to the mutual satisfaction of the CITY and CM@R.

4.0 Responding to this Request for Qualifications/Proposal

The CITY has developed the Schedule of Events (see page 2) showing the key dates for this solicitation process. The RFQ/P and schedule are subject to change, and the CITY does not send notifications of changes to this RFQ/P or the schedule to prospective Proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Proposers are advised to visit the CITY website <https://www.ci.mendota.ca.us/> frequently to check for changes and updates to the RFP/Q, including the Schedule. Prospective Proposers must take the following actions according to the specified timelines in order to participate in this process.

4.1 Optional: Submit Questions Prior to the Pre-Proposal Teleconference:

If your organization wishes to submit questions that will be answered at the Pre-Proposal conference, please submit written questions. Questions at this stage should address the particulars of the RFQ/P process and general questions about the overall nature of the Project. Proposers are requested to withhold highly specific questions regarding the Project until after the Pre-Proposal Teleconference. Note: Your firm name may appear when the answers to the questions you have submitted are posted to the CITY website. Posting of answers to this initial set of questions to the CITY website will be made after the Pre-Proposal Teleconference.

All questions must be submitted in writing, sent as an e-mail sent to the following e-mail address: “cadellinger@rrmdesign.com” and must include the following in the e-mail subject line: “CM@Risk: RFQ-P Questions + (the name of your organization)”.

4.2 Optional: Participate by Phone in the Pre-Proposal Conference:

The CITY will provide an overview of the Project, introduce key project personnel, and answer questions submitted in writing via email prior to the Pre-Proposal Teleconference. If time allows, other questions may be solicited and answered. Although questions will be responded to verbally, the official and binding response will be the written response posted to the CITY website.

4.3 Optional: Submit Requests for Clarifications re: the RFQ/P and Email Intent to Respond:

If your organization wishes to submit questions prior to submission of a Proposal, please submit using the form and process as described in section 4.1 above. Answers to questions will be posted to the “courtinfo” website on the page/link of this RFQ/P.

Email Indicating Interest: Proposers who intend to respond to this solicitation are requested to notify the CITY by sending an email to Cadellinger@rrmdesign.com with the RFQ/P number and name in the subject line. This is not mandatory but is strongly encouraged, to assist the CITY in managing the RFQ/P process. Please include the name, address, telephone, fax number, and e-mail address of the Proposer (firm) and contact person.

4.4 Preparing and Packaging Your Proposal:

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFQ/P. Expensive binding, elaborate displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the CITY’s instructions, selection criteria of this RFQ/P, and completeness and clarity of content. Organizing proposals using digital dividers in the order indicated below help ensure that each proposal achieves the proper emphasis, and will facilitate review and evaluation. Attachments, except as noted, will not be accepted.

Each Proposer’s Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In one file (clearly marked “Proposal – (firm name). Project Name, RFQ/P Number”), submit the following:

- a) one (1) digital file submission of all required sections and attachments

Tab 1. Cover Letter

Provide a cover letter that references this RFQ/P and includes Proposer’s ability to quickly begin work in the Preliminary Plans Phase upon contract execution. Additionally, confirm that all elements of the RFQ/P have been read and understood and that the Proposer has reviewed all terms stated in the CM Agreement for Preconstruction and Construction Phase Services (Attachment A of this solicitation document) and the General Conditions of the Contract for Construction, Document 00700 (Attachment H of this solicitation document). **See required initials in Attachment F (Fee Proposal Form).**

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with the CITY (or social security number if the organization is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one business person who is the organization’s designated representative,
- The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with the CITY in contractual matters.

Tab 2. 330 Part I (A-D): Firm Identification

Identify the Proposer's point of contact; list proposed team comprised of the key members of Proposer's firm to be assigned to this Project, including their roles and their time, in hours, dedicated to the Project for each phase of work (one page maximum); and an organizational team chart for this Project (one page maximum). Attach a one page maximum firm description. If more than one firm is identified in section A-D, submit a one page description for each firm.

Tab 3. 330 Part I (E): Resumes of Key Personnel

Resumes of key personnel of the proposed team for the Project. Indicate name, position, years of experience, and years with firm, along with at least 2 references with current contact information per person. (One page per person maximum);

Tab 4. 330 Part I (F): Example Projects

Maximum ten (10) example projects (public works and/or private sector) which best illustrate firm's qualifications for the scope and size of the specific project. Indicate any projects accomplished by current firm staff conducted while under the employment of others. Indicate services performed as Preconstruction services and/or Construction Management at Risk services with a GMAX. Construction shall have been completed within the past ten years and have a construction cost **over \$4,000,000**. Projects shall be relevant to California public buildings or buildings of similar complexity and budget and demonstrate the Proposer's ability and experience to successfully complete this project. Type of buildings, size of buildings, **and client references are important parts of the evaluation**. Provide Owner's and architect's information and a reference contact for each that is verifiable. Provide one attached page following the text page for each project for supporting photographs and/or graphics. (Two pages per project maximum);

Identify key personnel participation of the proposed team and their role in the project examples from section 4. (One page maximum);

Tab 5. 330 Part I (H): Proposed Approach

Provide an Outline Project Plan for performing the activities specified in the Statement of Work provided in this RFQ/P. The Outline Project Plan should be organized into three sections: Preconstruction, Guarantee of GMAX/Bidding (including plans for advertising and other outreach to the local subcontractor community and plans to ensure skilled labor availability through working with apprenticeship programs), and Construction Management. Use these categories to group information that illustrates your firm's proposed approach to the entire CM@R process, indicating your strategies for quality control, issue anticipation and resolution throughout the Project, your methodology for coordination and issue tracking, as well as any other information you feel is pertinent.;

Tab 7. 330 Part II: General Qualifications

Provide general qualifications for the Proposer's office or branch office that is performing the work described in the RFQ.

Tab 8. Technical Qualifications Questionnaire

Include completed Attachment E form here bearing an original signature from an individual with a level of authority qualified to commit your organization.

Tab 8.1 Supporting Documentation: Safety Record,

A description of your organization's Project safety and security program, and an explanation of your organization's experience in assisting an owner in the successful administration of an owner controlled insurance program. For the purposes of this section, a bidder's "safety record" shall be deemed "acceptable" if, for each listed contractor and subcontractor, its experience modification rate for the most recent three-year period is an average of 1.00 or less and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period does not exceed the applicable statistical standards for its business category, or if the contractor or subcontractor is a party to an alternative dispute resolution system as provided for in Section 3201.5 of the Labor Code.

Tab 8.2 Supporting Documentation: Litigation History

List any litigation(s) or resolution(s) within the past 5 years, include dispute(s) that were or were not resolved through arbitration.

Tab 9. General Contractor License

Include a copy of your Type B general contractor license permitting your firm to perform construction work in the State of California.

Tab 10. Financial Information

Provide one original printed (preferred) or copy of your audited and already published financial statements for three annual periods preceding the due date for your Proposal. Please be certain that the statements provided are in the same legal name as that in which you intend to do business with the CITY and not in the name of parent organizations, or include other subsidiaries.

Any questions regarding this solicitation document shall be directed in writing (via email) to the Business Services Manager for this RFQ/P process. Proposers/potential Proposers are to refrain from contacting any other CITY personnel with regards to this RFQ/P. The Business Services Manager for this solicitation process is:

Charles Dellinger
Senior Project Manager
Cadellinger@rrmdesign.com

5.0 Statement of Work, Legal Terms and Conditions

The Statement of Work (SOW) and legal terms and conditions applicable to the Construction Phase of the Project can be found in three places - Attachment A of this solicitation, "Standard Agreement for Preconstruction and Construction Phase Services", Attachment C, Construction Phase Scope Detail, and Attachment H, "General Conditions of the Contract For Construction, Document 00700".

Services generally required in Preconstruction Phase are: input to design and construction documents, scheduling and phasing, value analysis, constructability and peer reviews (not code-level plan checks),

cost control management, monitor approvals, prepare subcontractor bid packages, identify qualified subcontractors and solicit bids, receive bids, agreement on guaranteed maximum price.

Services generally required in Construction Phase are: execute subcontracts, provide on-site support and logistics including but not limited to temporary construction office trailers and equipment, supervise and direct the work, conduct project meetings, prepare monthly progress payments application, manage change order process, report monthly construction progress, coordinate commissioning and acceptance testing, and prepare record construction documents and closeout project.

6.0 Submitting Your Proposal

In order to be considered for award, the CITY requires that statements of qualifications and technical and price proposals (“Proposal(s)”) shall be provided, not later than the time and date indicated in the Schedule of Events on page 2 of the most current version of this RFQ/P, to the following address:

Charles Dellinger
Senior Project Manager
Cadellinger@rrmdesign.com

7.0 Selection Process

It is the intention of CITY that its selection of the firm to provide professional construction management services for this Project shall take into consideration both the quality of the Proposer, as demonstrated by their evidenced competence and experience, and on the cost proposed to provide the services.

7.1 Proposal Evaluation Process

The evaluation team will first evaluate the Qualifications/Technical portion of the submitted Proposal to determine its responsiveness to the CITY’s expressed needs, and score them as described below. The evaluation team will not be privy to the contents of the Price Proposals during this part of the evaluation process.

7.1.1 Qualifications/Technical Proposal Evaluation Process:

The Proposals received will be analyzed and scored by members of an evaluation team which will be comprised of CITY staff and/or its designees. Each member of the evaluation team will assign a point score according to the following grading schedule. Points assigned by the individual team members will then be averaged to determine a Total Quality Points score for each Proposer.

Quality Points	Criteria	100 points possible
30	<u>Demonstrated Experience of the Firm:</u> Experience of the firm in relation to the work to be performed, including demonstrated ability to meet project budgets and schedules, demonstrated effectiveness of the quality assurance program and procedures being utilized by the firm in both Preconstruction and CM@R services, and the nature and quality of recently completed work.	

30	<p><u>Demonstrated Experience and Training of Project Personnel:</u></p> <p>Demonstrated experience and training of the principals and key personnel to be assigned to the Project; continuity of firm’s proposed staff from Preconstruction and CM@R services through the completion of the project.</p>
20	<p><u>Project Plan:</u></p> <p>The proposed Project Plan shall demonstrate the Proposer’s approach to this Project indicating a clear understanding of the purpose, service, scope, and objectives of this solicitation (including methodology for coordination and issue tracking and quality control strategies).</p> <p>The Project Plan shall demonstrate the Proposer’s approach to advertising and outreach to the local subcontractor and vendor community; this approach should clearly identify the Proposer’s plan to both encourage participation by local subcontractors and vendors and to ensure availability of a skilled labor force. (5 points)</p>
20	<p><u>Financial Strength, Safety Record, and Claims Avoidance:</u></p> <p>The Proposer has verifiable financial strength, good safety program and record, and has successfully avoided claims and litigations on past projects.</p>

7.1.2 Short List and Interviews

The final scores will be used to create a short list of firms to be interviewed. It is intended that the short list will include at least three firms. Proposers not on the short list will not be eligible for further consideration for this Project. The interviews will be evaluated on the same criteria as the proposals. After interviews are conducted, each interview panel member will review his/her own Total Quality Points previously assigned to each Proposer on the short list and make adjustments if necessary, and the final scores will be re-calculated.

7.1.3 Price Proposal Evaluation Process

Upon conclusion of the above tasks, the Price Proposal portions will be evaluated.

In order to calculate a price for the Construction Phase Services (General Conditions + Contractor Fee), the Price shall be expressed in dollars. To this amount the fixed prices proposed for the Preliminary Plan Phase and the Working Drawing Phase will be added, to achieve a final Total Price for evaluation purposes. The Total Price will be divided by the average of the Total Quality Points, to obtain the Cost Per Unit of Quality for each Proposer. The Cost/Unit Quality figures will be compared and the Proposer with the lowest Cost Per Unit of Quality shall be announced as the most responsive Proposer.

$$\frac{\text{Total Price in Dollars}}{\text{Total Quality Points}} = \text{Cost Per Unit of Quality}$$

EXAMPLE Based on a Fixed Price of \$150,000 for Preliminary Plan Phase Services, a Fixed Price of \$250,000 for Working Drawing Phase Services, a budgeted cost of construction of \$100,000,000, a Proposed Price for General Conditions of \$5,000,000 and a Proposed Price for Contractor Fee of \$4,500,000 (4.5% x \$100,000,000), and a Total Quality Point Score of 89 points, a Proposer would be scored as follows:

Preliminary Plans	\$150,000
Working Drawings	\$250,000
General Conditions	\$ 5,000,000
Contractor Fee	\$ 4,500,000
Total Price for Services	\$10,000,000

$$\frac{\$10,000,000}{89 \text{ points}} = \$89,000 / \text{Unit of Quality}$$

Three qualified proposers will be selected to provide formal preconstruction and GMP proposals. And should be prepared to commence work immediately following execution of the legal contract provided in Appendix A. In the event an agreement cannot be reached with the selected Proposer after a reasonable amount of time, the CITY may choose to award the agreement to the next-highest ranked Proposer.

8.0 Disabled Veteran Participation Goals

The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBE's). The CITY is subject to this participation goal. The CITY will require that the **selected** Contractor demonstrate DVBE compliance and complete a DVBE Compliance Form when bidding the Project for Construction. If it would be impossible for the selected Contractor to comply, explanation of why and demonstration of written evidence of a "good faith effort" to achieve participation would be required. Sample information and forms follow as part of the Administrative Rules governing the Submission of Proposals. Information about DVBE resources can be found on the Executive Branch's internal website at <http://www.dgs.ca.gov/default.htm>, or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

9.0 Administrative Rules Governing this Request for Qualifications/Proposal

A. General

1. This solicitation (the "RFQ/P") (including, without limitation, any modification made thereto in the course of the solicitation), the evaluation of materials to be submitted in response to this solicitation (the "Proposal(s)"), the award of any contract, and any issues to be raised with regards to this solicitation or to these Administrative Rules Governing Requests for Proposals themselves (the "Administrative Rules") shall be governed by these Administrative Rules. By the act of submission of a Proposal, prospective Proposers agree to be bound by these Administrative Rules. If a prospective Proposer has objections to the Administrative Rules, they must be dealt with in accordance with the provisions of Section B.
2. In addition to explaining the CITY's requirements and needs for goods and/or services, the RFQ/P includes instructions which prescribe the format, content, and the date and time due of Proposals/submittals that are being solicited. Prospective Proposers must adhere to all instructions provided in the RFQ/P when submitting responses to this RFQ/P.

B. Errors in the RFQ/P or Administrative Rules

1. If a prospective Proposer who desires to submit a SOQ discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ/P; is of the opinion that the structure of the RFQ/P does not provide a correct or optimal methodology for the solicitation of the goods and/or services sought; believes that one or more of the RFQ/P's requirements is onerous or unfair; believes that the RFQ/P unnecessarily precludes less costly or alternative solutions; or has objections to these Administrative Rules, the prospective Proposer must, at least 2 full CITY business days before the due date of the Proposals, provide the CITY with written notice of the same. The written notice shall be accompanied by a written explanation of why the prospective Proposer is of the opinion that the RFQ/P or the Administrative Rules should be changed, as well as a written description of the modification sought. Said written notice must be in the form of an e-mail submitted to the e-mail address established for the submission of questions in the RFQ/P. Failure to provide the CITY with such written notice as specified above on or before the time specified above forfeits the prospective Proposer's right to raise such issues later in the solicitation process.
2. Without disclosing the source of the request, the CITY will evaluate the request and will, prior to the date established for submission of the SOQs, at its sole discretion; determine if it chooses to modify the RFQ/P. Any modification made will be published by the CITY on the CITY's website advertising the solicitation.
3. If a prospective Proposer submitting a SOQ knows of (or if it can be reasonably demonstrated should have known of) an error in the RFQ/P but fails to notify the CITY of the error as prescribed above, the prospective Proposer is submitting a SOQ at its own risk, and, if awarded the work, shall not be entitled to additional compensation or time for performance by reason of such error later identified, or by reason of its later correction by the CITY.

C. Questions and Confidentiality

1. Prospective Proposers are entitled to ask questions about the RFQ/P and the nature of the goods and/or services being solicited in accordance with the procedure for the submission of such questions specified in the RFQ/P. Except as otherwise specified below, the CITY's responses to questions submitted shall be published to the public website for the procurement.
2. The City is bound by California Rules of Court 10.500 as to disclosure of its administrative records. If a prospective Proposer's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the prospective Proposer may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the prospective Proposer must submit a statement explaining why the question is sensitive. If the CITY concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the CITY does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the prospective Proposer will be notified.
3. If the CITY receives a request for public access to material submitted in response to the RFQ/P, the CITY will determine, in its sole opinion, whether marked material is

exempt from disclosure under Rule 10.500 or other applicable law. If the CITY, in its sole opinion, find or reasonably relieves that the material so marked is except from disclosure, the material will not be disclosed. If the CITY finds or reasonable relieves that the material so marked is not exempt from disclosure, the CITY will contact the prospective Proposer with a request to substantiate its claim for confidential treatment, but may disclose the information pursuant to rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

D. Addenda

1. In response to questions raised, or at its sole discretion, the CITY may modify the RFQ/P website posting or any of any document(s) provided therein at any time prior to the date and time fixed for submission of SOQs. Such modification shall be made via a posting of such change(s) to the CITY's website.

E. Withdrawal and Resubmission of Submittals

1. A prospective Proposer may withdraw its submission/SOQ, but only in its entirety, at any time prior to the deadline for submitting by notifying the CITY in writing of its withdrawal. Any such notice of withdrawal must bear the signature of an individual and assert that that individual has the requisite authority from their organization to make such a withdrawal. Withdrawals must be made in writing, and must be submitted as a PDF document by e-mail to the e-mail address established for the submission of questions found on page 2 of this RFQ/P document.
2. A prospective Proposer who has withdrawn a submission may thereafter submit a new SOQ, provided that it is received at the CITY no later than the due date and time specified in this RFQ/P.
3. Withdrawals made in any other manner, regardless of whether oral or written, will not be considered, and, if received, will not be accepted as valid.
4. SOQ cannot be withdrawn after the submittal due date and time specified in this RFQ/P.

F. Evaluation Process

1. In accordance with the provisions of the RFQ/P, an evaluation will be made of all submittals rightfully received, to determine if they are complete with regard to the materials required for submission by this RFQ/P and to determine if they otherwise comply with the requirements established in the RFQ/P.
2. If a SOQ submitted is incomplete with regards to the materials required for submission or fails to meet any other material requirement of the RFQ/P, the submittal will be rejected. A requirement will be judged to be material to the extent that it is not responsive to or is not in substantial accord with requirements of the RFQ/P. Material deviations cannot be waived.
3. The CITY, at its sole discretion shall have the right to waive immaterial deviations of SOQs with regards to the materials submitted as well as other immaterial deviations from the requirements of the RFQ/P.

4. The CITY's waiver of an immaterial deviation for one prospective Proposer shall in no way act to excuse that prospective Proposer from material compliance with any other RFQ/P requirement. The CITY's waiver of an immaterial deviation for one prospective Proposer shall in no way act to excuse other prospective Proposer(s) from material compliance with that same requirement.
5. Submittals that make false or misleading statements or contain false or misleading information may be rejected, if, in the CITY's sole opinion, the CITY concludes that said statements and/or information were intended to mislead the CITY.
6. During the evaluation of the SOQ/submittals, the CITY has the right to require a prospective Proposer's representatives to answer questions with regard to the SOQ submitted. Failure of a prospective Proposer to demonstrate that the claims made in its submittal are in fact true may be sufficient cause for deeming a SOQ to be materially in non-compliance with the requirements of the RFQ/P.

G. Proposals: Rejection, Negotiation, Selection Rights

1. In accordance with the provisions of the RFQ/P, the CITY may reject any or all submittals.
2. The CITY reserves the right to negotiate the content of the SOQ proposed with individual prospective Proposers if it is deemed in the CITY's best interest.
3. The CITY reserves the right to make no selection if SOQs are deemed to be outside the fiscal constraints of, or against the best interest of, the State of California.

H. Award of Contract

1. Award of contract, if made, will be in accordance with the provisions of the RFQ/P except to the degree that any immaterial deviation(s) have been waived by the CITY.
2. The actual execution of contracts is subject to availability of the funds necessary to pay for the good and services by the City through its budgeting and appropriations methods. The CITY makes no guarantee of funding through its solicitation for goods and/or services via an RFQ/P.

I. Execution of Contracts

1. The CITY will make a reasonable effort to execute a contract for the goods and/or services solicited in this RFQ/P within the time specified in the RFQ/P, or, if no time has been specified in the RFQ/P, thirty (30) calendar days following the date of publication of award. Exceptions to the contract documents posted with the RFQ/P that are raised by a prospective Proposer may delay the execution of contracts. If the negotiation of exceptions raised results in a delay of the planned time of execution past the time period allowed for as specified above (unless otherwise extended in writing by the CITY), the CITY, at its sole discretion, shall have the right disqualify the award made.
2. By submitting a SOQ, a prospective Proposer consents to the use of the form of contract posted with the RFQ/P rather than its own contract form. Questions about and major exceptions to the contract form should be submitted as questions in accordance with the provisions for the raising and answering of questions as given in

the RFQ/P, and not following notification of an award. The CITY will make reasonable attempts to answer such questions, however, the contract will not be negotiated until after the award is made, and prospective vendors shall not construe the CITY's responses to questions as the CITY's final position on a question raised, nor rely on the CITY's answers as a guarantee of a later successful negotiation of terms.

J. Protest Procedure

1. All protests are subject to, and shall follow, the process provided below.
2. Failure of a prospective Proposer to comply with any of the requirements of the protest procedures set forth in this Section J will render a protest inadequate and will result in rejection of the protest by the CITY. Such failure and subsequent rejection shall act to further forfeit the right of the prospective Proposer to continue the protest, and is not appealable under this protest procedure.
3. A protest may only be based upon allegedly restrictive requirement in the RFQ/P or upon alleged improprieties in regard to the CITY's execution of its responsibilities with regard to receipt and evaluation of the SOQs, or grant of award(s) but only as such responsibilities are specified in this RFQ/P document.

a. Protests Based On Allegedly Restrictive Requirements:

Protests alleging restrictive requirements in the RFQ/P must be submitted and will be subject exclusively to the provisions of Section B of these Administrative Rules. Any protest alleging restrictive requirements in the RFQ/P raised later than as specified in Section B will not be considered a valid protest, will be rejected by the CITY, and the prospective Proposer shall have no further recourse under this procedure, including no further right of appeal.

b. Protests Based on Alleged Improprieties in Regard to the CITY's Execution of its Responsibilities:

A prospective Proposer who has actually submitted a SOQ may protest the CITY's rejection of its SOQ for failure to comply with the requirements of the RFQ/P, or upon the basis of an allegation of improprieties with regard to the CITY's responsibility to fairly and impartially evaluate the SOQs and make awards, but only insofar as such responsibilities are specified in the RFQ/P document. In order to be accepted as valid, such protests must meet at least one of the following conditions and must be submitted in writing with the required documentation specified below:

- a. If a Proposal is rejected because of an alleged failure to provide the SOQ to the CITY on or before the date and time due, and/or to the place required, and/or to otherwise properly provide the SOQ with regard to any other requirement necessary to make a correct submission as specified by the RFQ/P, the prospective Proposer may file a protest. Said protest must provide verifiable documentation that it has submitted a SOQ in compliance with all the RFQ/P's directives regarding timeliness, place of delivery and/or other required aspects necessary to make a submission. Such

protests must be filed within five (5) full CITY business days following the date of dispatch of the notice of rejection.

- b. If a submission is rejected because the SOQ submitted is incomplete with regards to the materials required to make a submission, or fails to meet any other material requirement of this RFQ/P, the prospective Proposer may file a protest. Said protest must provide a written explanation which alleges to reasonably demonstrate that the SOQ submitted was in fact complete and/or is in fact in compliance with the RFQ/P requirement(s) in question. Such protests must be filed within five (5) full CITY business days following the date of dispatch of the notice of rejection.
- c. If a SOQ fails to win an award or qualify the prospective Proposer for a short listing for further evaluation and the prospective Proposer alleges that said failure was due to a failure of the CITY to fairly and impartially execute its responsibilities with regard to evaluation and award of the work as such responsibilities were specified in the RFQ/P, the prospective Proposer may file a protest. Said protest must provide a written explanation which alleges to reasonably demonstrate in what manner the CITY has failed to fairly and impartially execute said responsibilities. Such protests must be filed within five (5) full CITY business days following the date of posting of award notices to the CITY website for this RFQ/P.

In order to be considered valid, all such protests to be submitted:

- 1. Must be submitted by e-mail to the e-mail address established for the submission of questions in this RFQ/P found on page 2 of this document. PDF documents may accompany the e-mail as further detailed below.
- 2. Must include the name, address, telephone and facsimile numbers, and email address of the party protesting or their representative.
- 3. Must provide the title of the solicitation document under which the protest is submitted.
- 4. Must provide a detailed description of the specific legal and/or factual grounds for the protest and all supporting documentation and evidence available to the protesting party. PDF files of documents are acceptable, but the CITY reserves the right to require originals if it so deems necessary. If the protestor fails to include documentation or evidence which could have reasonably been provided at the time the protest is made, such failure shall act to restrict the introduction of such evidence at a later date.
- 5. Must provide a detailed description of the specific ruling or relief requested.

6. Must cite **all** protests that the prospective Proposer intends to make. Failure to raise a protest in the initial protest submittal shall act to disqualify the raising of that protest at a later date.

Any protest failing to meet or provide the appropriate requirements as noted above shall not be considered valid and will be rejected as non-compliant by the CITY and the prospective Proposer shall have no further recourse under this procedure, including any right of appeal.

If, in the course of investigation of a protest and when the CITY deems necessary, the CITY may request and protestor shall make best efforts to provide further evidence or documentation as requested by the CITY.

The existence of a protest will in no way act to restrict the right of the CITY to proceed with the procurement. The CITY, at its sole discretion, may elect to withhold the contract award(s) until the protest is resolved or denied or may proceed with the award as it deems in the best interests of the State of California.

K. Protest Decisions

The protest will be forwarded to the appropriate Contracting Officer at the CITY, who will assess the protest submission for compliance with the requirements of these Administrative Rules, and, if deemed a valid protest under said rules, shall examine the issues raised and materials provided. Invalid protests shall be returned accompanied with a statement detailing the aspects of the protest submitted that failed to comply with the Administrative Rules.

If the protest submission is deemed valid, the CITY will consider the relevant circumstances surrounding the procurement in its prescription of a fair and reasonable remedy.

The Contracting Officer will endeavor to provide the protesting prospective Proposer with a written judgment within ten (10) CITY business days following the day of receipt of the protest. The judgment shall include a description of any relief or remedy that shall be provided.

If awarding a remedy, the CITY shall, at its sole discretion, choose to employ any or a combination of the following remedies:

- Award the contract consistent with the RFQ/P
- Extend an additional award to the protesting prospective Proposer
- Terminate the already existing contract that resulted from the RFQ/P and award the contract to the protesting prospective Proposer
- Terminate the already existing contract that resulted from the RFQ/P for convenience and re-solicit the RFQ/P
- Refrain from exercising options to extend the term of the contract that resulted from the RFQ/P and re-solicit sooner than originally planned
- Other such remedies as the CITY may deem necessary and appropriate.

While the CITY will endeavor to investigate the protest and provide a written response to the prospective Proposer within ten (10) CITY business days, if the CITY requires additional time to review the protest and is not able to provide a response

within said period of time, the CITY will notify the prospective protesting Proposer of the expected time within which it shall provide a response.

L. Appeals Submission

The Contracting Officer's ruling and any relief specified in the ruling shall be considered the final judgment and adequate relief regarding the protest unless the protesting Proposer thereafter seeks an appeal of the ruling or relief prescribed. All appeals are subject to, and shall follow, the process provided below.

The protestor may seek an appeal of the ruling and/or relief by filing a request for appeal addressed to the CITY's Senior Manager, Business Services, at the same address noted for the submission of questions in the RFQ/P. In order to be accepted as valid, any such appeal must be received by the CITY within five (5) CITY business days following the date of issuance of the CITY Contracting Officer's decision.

The justification for an appeal is specifically limited to the following.

- a. Facts and/or information related to the protest, as previously submitted, that were not reasonably available at the time the protest was originally submitted; or
- b. Allegation(s) that the Contracting Officer's decision regarding the protest contained errors of fact, and that such errors of fact were significant and material factors in the Contracting Officer's decision; or
- c. Allegation(s) that the decision of the Contracting Officer with regards to the protest was in error of law or regulation.

Appeals raising other justifications for appeal shall be rejected as non-compliant and the prospective Proposer shall have no further recourse under this procedure, including any further right of appeal.

In order to be considered valid, all requests for appeal must be:

- 1. Submitted by e-mail to the e-mail address established for the submission of questions in the RFQ/P document and addressed to the CITY's Senior Manager, Business Services. PDF documents may accompany the e-mail as further detailed below.
- 2. Must include the name, address, telephone and facsimile numbers, and email address of the appealing party or their representative.
- 3. Must provide the title of the solicitation document under which the appeal is submitted.
- 4. Must provide a detailed description of the specific legal and/or factual grounds for the appeal and all supporting documentation and evidence available to the protesting party. PDF files of documents are acceptable, but the CITY reserves the right to require originals if it so deems necessary. If the appeal fails to include documentation or evidence which could have reasonably been provided at the time the appeal is made, such failure shall act to restrict the introduction of such evidence at a later date.
- 5. Must provide a detailed description of the specific ruling or relief requested.

6. Must cite **all** appeals that the protesting prospective Proposer intends to make. Failure to raise an appeal in the initial appeal submittal shall act to disqualify the raising of that appeal at a later date.

M. Appeals Decisions

The CITY's Senior Manager, Business Services will assess the appeal submission for compliance with the requirements of these Administrative Rules, and, if deemed a valid appeal under said rules, shall examine the issues raised and materials provided. Invalid appeals shall be returned accompanied with a statement detailing the aspects of the appeal submitted that failed to comply the Administrative Rules.

If the appeal submission is deemed valid, the CITY will consider the relevant circumstances surrounding the procurement in its prescription of a fair and reasonable remedy.

The CITY Senior Manager for Business Services will endeavor to provide the appealing prospective Proposer with a written judgment within ten (10) CITY business days following the day of receipt of the appeal. The judgment shall include a description of any relief or remedy that shall be provided.

While the CITY will endeavor to investigate the appeal and provide a written response to the prospective Proposer within ten (10) CITY business days, if the CITY requires additional time to review the appeal and is not able to provide a response within said period of time, the CITY will notify the appealing prospective Proposer of the expected time within which it shall provide a response.

The judgment of the CITY Senior Manager of Business Services and any relief or remedy specified shall be final and are not subject to further appeal.

N. News Releases

News releases pertaining to the existence or disposition of a protest or appeal may not be made without prior written approval of the CITY Senior Manager, Business Services.

O. Disposition of Proposal Materials Submitted

All materials submitted in response to the RFQ/P will become the property of the City and will be returned only at the CITY's option and at the expense of the prospective Proposer submitting the SOQ. One copy of a submitted SOQ will be retained for official files and become a public record.

P. Payment and Withholding

1. Payment terms will be specified in the contract document that will be executed as a result of an award made under this RFQ/P, however, prospective Proposers are hereby advised that CITY payments are made by the State of California, and the State does not make any advance payment for services. Payment by the State is normally made based upon completion of tasks as provided for in the agreement between the CITY and the selected Proposer.
2. The CITY may withhold ten percent of each invoice until receipt and acceptance of the final good or service procured. The amount withheld may depend upon the length of the project and the payment schedule provided in the agreement between the CITY and the awarded Proposer.

(DVBE forms follow)

DVBE PARTICIPATION FORM

Proposer Name: _____

RFP Project Title: _____

RFP Number: _____

The State of California Judicial Branch's goal of awarding of at least three percent (3%) of the total dollar contract amount to Disabled Veterans Business Enterprise (DVBE) has been achieved for this Project. *Check one:*

Yes _____ (Complete Parts A & C only)

No _____ (Complete Parts B & C only)

"Contractor's Tier" is referred to several times below; use the following definitions for tier:

0 = Prime or Joint Contractor;

1 = Prime subcontractor/supplier;

2 = Subcontractor/supplier of level 1 subcontractor/supplier

PART A - COMPLIANCE WITH DVBE GOALS

Fill out this Part ONLY if DVBE goal has been met; otherwise fill out Part B.

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION
FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS
SOLICITATION

PRIME CONTRACTOR

Company Name: _____

Nature of Work _____ Tier: _____

Claimed Value: DVBE \$ _____

Percentage of Total Contract Cost: DVBE _____%

SUBCONTACTORS/SUBCONTRACTOR/PROPOSERS/SUPPLIERS

1. Company Name: _____
Nature of Work: _____ Tier: _____
Claimed Value: _____ DVBE \$ _____

Percentage of Total Contract Cost: DVBE _____ %

2. Company Name: _____
Nature of Work: _____ Tier: _____
Claimed Value: _____ DVBE \$ _____

Percentage of Total Contract Cost DVBE _____ %

3. Company Name: _____
Nature of Work: _____ Tier: _____
Claimed Value: _____ DVBE \$ _____

Percentage of Total Contract Cost DVBE _____ %

GRAND TOTAL: DVBE _____ %

I hereby certify that the "Contract Amount," as defined herein, is the amount of \$_____. I understand that the "Contract Amount" is the total dollar figure against which the DVBE participation requirements will be evaluated.

<i>Firm Name of Proposer</i>	
<i>Signature of Person Signing for Proposer</i>	
<i>Name (printed) of Person Signing for Proposer</i>	
<i>Title of Above-Named Person</i>	
<i>Date</i>	

PART B – ESTABLISHMENT OF GOOD FAITH EFFORT

Fill out this Part ONLY if DVBE goal will not be met but you have made a good faith effort to meet such goal.

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION
FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS
SOLICITATION

1. List contacts made with personnel from state or federal agencies, and with personnel from DVBEs to identify DVBEs.

<i>Source</i>	<i>Person Contacted</i>	<i>Date</i>

2. List the names of DVBEs identified from contacts made with other state, federal, and local agencies.

<i>Source</i>	<i>Person Contacted</i>	<i>Date</i>

3. If an advertisement was published in trade papers and/or papers focusing on DVBEs, attach proof of publication.

<i>Publication</i>	<i>Date(s) Advertised</i>

4. Solicitations were submitted to potential DVBE contractors (list the company name, person contacted, and date) to be subcontractors. Solicitation must be job specific to plan and/or contract.

<i>Company</i>	<i>Person Contacted</i>	<i>Date Sent</i>

5. List the available DVBEs that were considered as subcontractors or suppliers or both. (*Complete each subject line.*)

<i>Company Name:</i>	
<i>Contact Name & Title:</i>	
<i>Telephone Number:</i>	
<i>Nature of Work:</i>	
<i>Reason Why Rejected:</i>	

<i>Company Name:</i>	
<i>Contact Name & Title:</i>	
<i>Telephone Number:</i>	
<i>Nature of Work:</i>	
<i>Reason Why Rejected:</i>	

<i>Company Name:</i>	
<i>Contact Name & Title:</i>	
<i>Telephone Number:</i>	
<i>Nature of Work:</i>	
<i>Reason Why Rejected:</i>	

PART C - CERTIFICATION (to be completed by ***ALL*** Proposers)

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this bid as a Disabled Veterans Business Enterprise complies with the relevant definition set forth in section 1896.61 of Title 2, and section 999 of the Military and Veterans Code, California Code of Regulations. In making this certification, I am aware of section 10115 *et seq.* of the Public Contract Code that establishes the following penalties for State Contracts:

Penalties for a person guilty of a first offense are a misdemeanor, civil penalty of \$5,000, and suspension from contracting with the State for a period of not less than thirty (30) days nor more than one (1) year. Penalties for second and subsequent offenses are a misdemeanor, a civil penalty of \$20,000 and suspension from contracting with the State for up to three (3) years.

IT IS MANDATORY THAT THE FOLLOWING BE COMPLETED ENTIRELY;
FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION.

<i>Firm Name of Proposer:</i>	
<i>Signature of Person Signing for Proposer</i>	
<i>Name (printed) of Person Signing for Proposer</i>	
<i>Title of Above-Named Person</i>	
<i>Date</i>	

End of RFP Form

**Request for
Qualifications and
Proposals for
Preconstruction
Services and
Construction
Management at Risk
Services with a
Guaranteed Maximum
Price**

Mendota City Hall and
Police Station

City of Mendota

Attachment B

Project Description

The Project is the pre-construction support, design (by others), subcontractor bidding, construction, and commissioning (by others) of a new building with site development for a full service city hall and police station comprised of approximately 14,000 SF with a city council chambers, city hall offices and amenities, and police offices, holding rooms, and support spaces. The building will be a low-rise of one above-grade floor with a partially two story structure for the city hall offices. The police portion of the building will be seismically separated and will holding, vehicle sallyport, building services, and administration. The Project includes, but is not limited to, all building structure, enclosure, interior improvements, mechanical, electrical, data, telecommunications, audio visual, and security systems. Furnishing and installation of interior furniture, furnishings, and fixtures may be performed under a separate, but concurrent contract by others.

The site development includes but is not limited to site preparation, underground utilities, landscape, hardscape, vehicular drives and ramps, surface parking, security barriers, fencing, and gates. The Project may include removal of underground utilities and the rerouting of underground utilities. The site (approximately .5 acres) will be at the SE corner of Rio Frio and 7th Street in Mendota, CA.

Goals and Standards

The City Hall will welcome and inspire the public and engender respect for the public system in a safe, dignified, efficient, user-friendly environment in which to conduct the public business.

The following goals have been established for the project:

1. **Architecture** – The architecture shall be dignified, timeless and constructed with quality, durable materials and systems. The entire Project shall be recognized by the community as a prominent public building that enriches the City of Mendota.

Site Design – The site design shall be appropriate to the development of the surrounding community and in support of a prominent public building.
2. **Function** – Space configurations shall promote efficient operations and security and shall be effectively designed to maximize usable space while

- providing efficient circulation, waiting, and queuing areas for the public and staff.
3. **Schedule and Cost** - The project design and construction shall be completed within the approved schedule and within the authorized funds. Where possible, project tasks should at least be concurrent, with the overall goal of creating the new City Hall and Police Station as quickly as prudent, and to avoid the effect of cost escalation.
 4. **Life Span** - This facility should function effectively for several generations. The design shall support a logical and cost-effective approach to accommodate change over time in court operations. Seismic design shall incorporate innovative and cost-effective measures to ensure building stability, limit damage to structure & contents and to enhance building longevity.
 5. **Design Quality Assurance** - The entire project team shall utilize quality assurance procedures to ensure that the contract documents result in change orders issued to the construction subcontractors within or below the approved construction contingency.
 6. **Sustainable Design** - The Project shall be designed for sustainability and to the standards of the Cal Green requirements with the goals of being an example to the community and reducing operations cost to the City.
 7. **Accessibility** - Design of building shall reflect the City's mission to provide access to justice for all, including equal access and fairness with the highest quality of service to the public. The building shall incorporate Universal design concepts, to make the facility equally accessible to all users.
 8. **Security** - A secure environment shall be created by simple means and shall have clear divisions between private and public areas. The design will provide for efficient and safe operations in a cost-effective manner. Security measures for the building and site shall meet the requirements of the City and other authorities having jurisdiction.
 9. **Durability, Quality and Efficiency** - Materials and systems for the building and site should be chosen with regard to the amount of traffic, use and visibility of each space. Materials should be durable, operationally and energy efficient, easily maintained and environmentally friendly. Easy maintenance of materials and systems shall have high importance. Landscaping materials shall be chosen for durability, climate compatibility, and attractive appearance.

- 10. Commissioning** – A building commissioning program shall be implemented to ensure that the building systems perform interactively in accord with the design intent.

Project goals and principles will be re-evaluated throughout the design and construction phases and at the completion of the Project to determine whether the Project goals have been achieved.

Project Budget – The overall construction budget is approximately \$5,800,000.00. The construction budget does not include fees for professional services or other owner “soft costs”. The budget amount must not be exceeded.

END OF EXHIBIT B

**Request for
Qualifications and
Proposals for
Preconstruction
Services and
Construction
Management at Risk
Services with a
Guaranteed Maximum
Price**

Mendota City Hall and
Police Station

City of Mendota

Attachment E

Contractor Technical Qualifications Questionnaire

1. **REQUIRED QUALIFICATION INFORMATION:** The Administrative Office of the Courts, Office of Court Construction and Management requires prospective contractors for the Project to answer all the questions contained in this standard form of questionnaire.
2. **AOC QUALIFICATION PROCEDURES:** Prospective contractors for the Project shall complete this form and submit to the AOC as part of their Technical Proposal.

The answers to the questions on the standard form of questionnaire shall reflect the prospective contractor's experience in performing public works projects. The document, when completed, shall be verified under oath by the prospective contractor.

Joint Venture: If two or more contractors wish to propose on a project as a joint venture:

- a. All firms involved must submit separate questionnaires in the Technical Proposal.
 - b. The firms must also submit an Affidavit of Joint Venture.
 - c. The Joint Venture must have the required license in the name of the Joint Venture at the time of award.
3. **PERIOD OF QUALIFICATION:** This Technical Qualifications Questionnaire is valid only for this Request For Proposal, and must be resubmitted for other projects.
 4. **CORRECT AFFIDAVIT:** The correct affidavit on page 6 must be completely executed.
 5. **REVIEW OF QUALIFICATIONS:** The AOC will review the information contained in the standard form of questionnaire and the performance of the prospective contractor on public works projects and private sector construction projects. The firm's references may be selected at random and reference checks performed.

INSTRUCTIONS FOR COMPLETION OF PAGES 4 AND 5:

1. **Name of Firm:** Use same name as licensed in California.
Contact Person: Name of person who completed the prequalification submittal.
2. **Address:** Use address appropriate for contracting purposes. If firm contracts from more than one office in California, then attach the additional address (es).
3. **State of organization and date established:** Use appropriate information.
4. **(Included as Tab 9 in SOQ) Types of Licenses:** Include all valid California licenses and certifications.
5. **Provide name of bonding company, contact, telephone number, the bonding company rating, and the bonding capacity per project and overall or aggregate.** Also indicate whether or not claims have ever been made against the surety, and explain these claims.
6. **Officers or Principals of firm:** List names of officers of the firm. One of these must sign the affidavit on page 6.
- 7-8. **Suspension from Project:** If applicable, include brief explanation if a principal of your firm has had license suspended, or if your firm has ever been suspended from a project.

9. Denied Prequalification or Disqualification from Bidding: If applicable, include a brief explanation if your firm has ever been denied prequalification or was disqualified from bidding on a public works project.
10. Claims and Litigation on Public Works: If applicable, include a brief explanation and results of each claim and/or litigation your firm, joint venture, Partnership, association or any combination thereof, brought against a public works entity in the past 5 years.
11. Claims and Litigation against firm: If applicable, include a brief explanation and results of each claim and/or litigation filed against your firm, joint venture, Partnership, association or any combination thereof, on a public works project in the past 5 years.
12. **(Included as Tab 3 in SOQ)** Experience record of staff.
13. **(Included as Tab 4 in SOQ)** Construction and cost of construction completed.
14. Safety Qualifications: Provide a copy of your firm's Safety Policy Statement signed by an officer of the firm, a copy of the table of contents of your firm's safety manual, a copy of your firm's subcontractor safety compliance statement, and the Average Lost Workday Incident Rates and Average Recordable Incident Rates in the spaces provided, using data from the past three years. Also provide the most recent Experience Modification Rate in the space provided. The minimum acceptable standard for these indices, as stated on page 5, must be met in order for a prospective contractor to be judged to be qualified. Additionally, the prospective contractor is required to submit copies of OSHA form no. 300, Log of Work-Related Injuries and Illnesses, and OSHA form no. 300A, Annual Summary of Work-Related Injuries and Illnesses, for the past three years and to provide your firm's worker's compensation insurance carrier information under the provisions of this section. See page 5 for further information.

CONTRACTOR'S STATEMENT OF EXPERIENCE

1. Name of firm: _____
Contact Person: _____
2. Mailing address of firm: _____
Physical address of firm: _____
Telephone No. (area code) () _____ Fax No. (area code) () _____
Company Web Site URL: _____
3. State of organization: _____ Date established: _____
4. California state license no.: _____ Types of valid California contracting licenses: _____
5. Bonding company: _____
Contact: _____ Telephone No. () _____
Current capacity: _____ Bonding Co. Rating: _____
Have claims ever been made against surety? _____ If Yes, attach statement of explanation.
6. Officers or Principals of firm: _____

7. Have Principals ever had licenses *suspended*? If Yes, attach explanation. _____
8. Has firm ever been *suspended* from a project? If Yes, attach explanation. _____
9. Has firm ever been denied prequalification or disqualified from bidding public works? If Yes, attach explanation.
10. In the past five years, has your firm filed a claim on a public works project? Yes _____ No _____
Litigation? Yes _____ No _____ If Yes, attach a brief explanation and results of each claim and/or litigation.
11. In the past five years, has a claim been filed against your firm on a public works project? Yes _____
No _____
Litigation? Yes _____ No _____ If Yes, attach a brief explanation and results of each claim and/or litigation.
12. Experience record of staff proposed for this project (include name, position, projects and roles therein, and years experience): _____

13. **(Included as Tab 4 in SOQ)**

City of Mendota – Mendota City Hall and Police Station
Attachment E (ver.0.01)

14. **SAFETY QUALIFICATION:** Provide the Average Lost Workday Incident Rates, Average Recordable Incident Rates and most recent Experience Modification Rate in the spaces provided on this page. In addition, the prospective contractor is required to submit complete copies of OSHA form no. 300 and form no. 300A under item 5 of this section.

The Average Lost Workday Incident Rate (LWIR) and the Average Recordable Incident Rate (RIR) are requested for evaluation of the safety history relating to the prospective contractor's construction operations only. Home office staff labor hours and the corresponding injury and illness figures for home office staff shall not be included in the calculation of these rates. Similar information for parent companies, subsidiaries, or other company divisions not directly engaging in construction activities shall not be considered in these rate calculations. All data used in the calculations shall be specific to the contracting entity listed on page 4; inclusion of data from major subcontractors or other sub-tier contractors is not acceptable.

The Experience Modification Rate (EMR) is established by the Contractor's worker's compensation insurance carrier, and is based on the Contractor's loss history. Prospective contractors are to provide their Intrastate EMR, which is used for evaluation of contractors in the State of California. Provide all requested information in the spaces provided.

Important Note: Small firms that have less than ten employees and report an average Total Employee Hours Worked that is less than 20,000 hours, are not required to report recordable incidents and lost workday incidents for their firms herein. Instead, these firms shall submit their most current year of Intrastate EMR or a copy of their worker's compensation insurance carrier's documentation of their most current year of Intrastate EMR.

1. **Average Lost Workday Incident Rate (LWIR).** Calculate your firm's LWIR for the past three (3) complete years. The lost workday information is listed on your OSHA forms no. 300 and 300A and is available from your worker's comp. insurance carrier.

$$\text{LWIR} = \frac{\text{Total number of lost workday incidents} \times 200,000}{\text{Total employee hours worked}}$$

Year	Lost Workday Incidents	Total Employee Hours Worked	Lost Workday Incident Rate
1-20__			
2-20__			
3-20__			
Total			

2. **Average Recordable Incident Rate (RIR).** Calculate your firm's RIR for the past three (3) complete years. The Incident Rate information is listed on your OSHA forms no. 300 and 300A and is available from your worker's comp. insurance carrier.

$$\text{RIR} = \frac{\text{Total number of recordable incidents} \times 200,000}{\text{Total employee hours worked}}$$

Year	Recordable Incidents	Total Employee Hours Worked	Recordable Incident Rate
1-20__			
2-20__			
3-20__			
Total			

3. **Experience Modification Rate (EMR).**

Enter your firm's EMR for the most recent year (this information is provided by your worker's comp. insurance carrier).

Year	EMR
20__	

Is Your Firm Self-Insured in California?

☐ No

☐ Yes Self-Insured No. _____

*Attach certification.

4. **Name of Worker's Comp. Insurance Carrier(s):** _____

Address: _____

Agent Name: _____ Telephone No.: _____

5. **In addition to the information provided above, submit copies of your firm's OSHA No. 300, Log of Work-Related Injuries and Illnesses, and OSHA form no. 300A, Annual Summary of Work-Related Injuries and Illnesses, covering the past three (3) years.**

AFFIDAVIT

The submitter of the foregoing statements contained on this Technical Qualifications Questionnaire has read the same, and it is true to the best of the submitter's knowledge. Any reference named therein is hereby authorized to supply the AOC with any information necessary to verify the statements.

By signing below, the proposer certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

SIGNATURE OF AN INDIVIDUAL

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)
City of _____, County of _____,
State of _____

Signature of Applicant _____
an individual, doing business as _____

SIGNATURE OF A PARTNER

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)
City of _____, County of _____,
State of _____

Signature of Applicant _____
a partner of _____
(Name of Firm)

SIGNATURE OF AN OFFICER OF A CORPORATION

Executed this _____ day of _____, _____ in the
(Day) (Month) (Year)
City of _____, County of _____,
State of _____

Signature of Applicant _____
an officer with the title of _____ of _____
(Title of Corporation Officer) (Corporation Name)

End of Technical Qualifications Questionnaire

**Request for
Qualifications and
Proposals for
Preconstruction
Services and
Construction
Management at Risk
Services with a
Guaranteed Maximum
Price**

Mendota City Hall and
Police Station

City of Mendota

Attachment J



MENDOTA CITY HALL AND POLICE STATION

PROJECT DIRECTORY

ARCHITECT	RRM DESIGN GROUP ADDRESS: 3765 S. HIGUERA ST., SUITE 102 SAN LUIS OBISPO, CA 93401 CONTACT: CHARLES DELLINGER EMAIL: CADELLINGER@RRMDSIGN.COM P: 805.543.1794	STRUCTURAL ENGINEER	CORNERSTONE ENGINEERING ADDRESS: 986 W. ALLUVIAL, SUITE 201 FRESNO, CA 93711 CONTACT: DUSTIN LEE EMAIL: DLEE@CSEG.COM P: 559.320.3206 F: 559.320.3201
	CIVIL ENGINEER		3C ENGINEERING ADDRESS: 1500 PALM STREET SAN LUIS OBISPO, CA 93401 CONTACT: DENVER STANGER EMAIL: DSTANGER@3CENG.COM P: 805.540.3363
LANDSCAPE ARCHITECT	BEDROCK ENGINEERING ADDRESS: 10878 HIGHWAY 41 MADERA, CA 93636 CONTACT: DAVE HARTLEY EMAIL: DAVE@BEDROCKENG.COM P: 559.645.4849 F: 559.645.4869	MECHANICAL ENGINEER	THOMA ELECTRIC ADDRESS: 3562 EMPLEO ST. SAN LUIS OBISPO, CA 93406 CONTACT: CHRIS JOSE EMAIL: CJOSE@THOMAELEC.COM P: 805.543.3850 F: 805.543.3829
	RRM DESIGN GROUP ADDRESS: 3765 S. HIGUERA ST., SUITE 102 SAN LUIS OBISPO, CA 93401 CONTACT: LANCE WIERSCHEM EMAIL: LDWIERSCHEM@RRMDSIGN.COM P: 805.543.1794		

PROJECT INFORMATION

SITE INFORMATION:	
STREET ADDRESS:	725 RIO FRIO ST. MENDOTA, CA 93640
APN:	N/A
ZONING:	C-3
LOT SIZE:	
LAND USE:	VACANT
EXISTING USE:	CITY FACILITIES
PROPOSED USE:	
BUILDING INFORMATION:	
NUMBER OF STORIES:	2 STORIES
OCCUPANCY GROUP:	A-3, B,S
CONSTRUCTION TYPE:	VB
SPRINKLERED:	YES
MAX. HEIGHT ALLOWED: (PER 2019 CBC TABLE 504.3)	40'-0"
MAX. HEIGHT ALLOWED: (PER CITY OF MENDOTA)	40'-0"
MAX. HEIGHT PROPOSED:	33'-6"
ROOF RATING:	
HIGH FIRE ZONE:	No

SHEET INDEX

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A1	CONCEPTUAL SITE PLAN
A2	GROUND FLOOR PLAN
A3	SECOND FLOOR PLAN
A4	GROUND FLOOR - DIMENSION PLAN
A5	SECOND FLOOR - DIMENSION PLAN
A6	ROOF PLAN











