



## Ventura County Community College District

# **REQUEST FOR QUALIFICATIONS for Lease/Leaseback Services**

Pursuant to Education Code Section 81335

*RFQ Issued: September 10, 2014*

*Submittals due by:*  
4:00 p.m.  
Friday, October 10, 2014

*Submittals received after this date/time will not be considered*

Deliver to:  
Ventura County Community College District  
Attn: Leslie J. Dickey, Vice President, Heery International, Inc.  
103 Durley Avenue, Camarillo, CA 93010  
Ph: 805-384-8152

*(Submittals must be in writing and will not be accepted via e-mail)*

The District respectfully requests that respondents refrain from questions or inquiries during the RFQ process. However, if you need to do so, please direct questions via e-mail to: Leslie J. Dickey, Vice President, Heery International, Inc. - [ldickey@vcccd.edu](mailto:ldickey@vcccd.edu)  
Deadline to submit questions is no later than: ~~Tuesday~~ **Wednesday**, 12:00 p.m. (noon), September 24, 2014.

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# I

## **REQUEST FOR QUALIFICATIONS**

The Ventura County Community College District (“District”) is seeking entities (“Respondent(s)”) experienced in the lease-leaseback (“LLB”) method of Community College District (“CCD”) project delivery to provide construction services under Lease-Leaseback Agreements for the District.

By tendering a Submittal, the Respondent acknowledges that it is willing to provide complete services for construction of the Project, as described herein or revised in the future, including all materials, equipment, fixtures, labor and other services, as reflected in the Project Description Section II, for the benefit and ownership of the District.

It is the desire of the District to select a pool of Respondents that can meet or exceed the requirements set forth by the District and provide comprehensive construction services at the lowest cost and highest quality, that can demonstrate outstanding ability to coordinate and cooperate with District administration and staff, as well as with any other consultants, contractors and vendors that may be engaged by the District in relation to development of the Project.

Submittals shall respond to all questions, requirements, information, terms and conditions therein. Any failure to respond fully to each question in this RFQ may result in rejection of the Submittal as non-responsive, in the sole and absolute discretion of the District.

The Ventura County Community College District includes Moorpark College, Oxnard College and Ventura College collectively serving more than 36,000 students per semester. The District Administrative Center offices are located on Stanley Avenue in Ventura.

## II SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Qualifications Notice of Invitation	9/10/14
RFQ Submittal Deadline	10/10/14
Receive and Evaluate Submittals	10/13/14 – 10/24/14
Interviews with Selected Respondents as deemed appropriate	Week of October 27, 2014
Notify Respondents of Prequalified Lease Leaseback Entities	Week of November 3 , 2014
<p><b><u>Note:</u></b> <i>All dates are subject to revision by the District. Nothing herein binds or shall be construed to bind the Ventura County Community College District to enter into any agreement with any party, including any Respondent hereto.</i></p>	

### III

## **SCOPE OF SERVICES**

The District is looking to pre-qualify a pool of qualified LLB Entities to participate in future project delivery that includes the projects at Oxnard College and Ventura College described below. The District will issue future Request for Proposals (“RFP”) to one or more of the Pre-Qualified Entities to provide construction services. The District may at any time change delivery methods at its sole discretion.

The projects are described as follows but at any time the project list and scope described may change at the sole discretion of the District due to sequencing changes, prioritization changes and/or due to funding availability. The intent of the project descriptions is to outline the anticipated scope of work to provide the most information for the LLB entities so that the Respondents can best demonstrate if they have the requisite experience to deliver such projects. The project descriptions are as follows and are subject to change:

### **OXNARD COLLEGE**

#### **Background**

Oxnard College, an accredited two-year institution of higher education, has been a part of the District since 1975. Located in the heart of Ventura County two miles from Pacific Ocean beaches, Oxnard College is part of the largest city in Ventura County.

For additional information on Oxnard College, please visit the District website at: <http://www.vcccd.edu/>

#### **Project Description**

Library Renovation – Learning Resources Seismic Upgrade

Building gross area: First floor - 37,000 sf; Mezzanine - 8,566 sf

General description of work:

- Removal of existing exterior walls at building corners and install Shot Crete shear walls.
- Seismic modification of four columns for Mezzanine to provide lateral support
- Removal of existing ceilings and install lateral support and install new ceiling to meet new code requirements.
- Modification of existing toilet facilities to meet ADA requirements and install new men and women toilets areas.
- Renovations of existing areas by removal of existing ceilings, partitions and floor covering and creating new classroom, study and office spaces.
- Install new interior glazing for more open lighting.
- Rerouting and re-configuration of fire sprinkler systems to meet new partition wall lay-out

- Re-configuration of all HVAC ducting and maintenance to existing system including upgrade to equipment.
- Removal and replacing of existing ventilating equipment.
- Replacement of two rooftop units
- New electrical switch gear, panels, conduit, conductors and change of existing light in majority of the facility.
- Renovation of Fire alarm system
- Revision of and rerouting of all communications / data systems'
- All new floor coverings to include hard tile, VCT and carpet tile.
- All interior to receive new wall finish coating.
- Existing elevator to receive refurbish of interior of cab.
- Existing roof to be replacing with removal of existing pitch pockets and anchorage of HVAC supply and return line to roof.
- Entrance to building will be upgraded.
- Modification of areas of existing landscaping and hard surface.

## **VENTURA COLLEGE**

### **Background**

Ventura College, an accredited two-year institution of higher education, has been a part of this seaside community since 1925. It is located approximately 60 miles north of Los Angeles and 30 miles south of Santa Barbara.

For additional information on the Ventura College, please visit the District website at: <http://www.vccd.edu/>

### **Project Description**

#### Studio Arts Building Renovation

Building gross area: Renovate 6,854 sf classroom building and yard, add 986 sf of new storage space, demolish 730 sf gallery, and add 1,840 sf new gallery

General description of work:

- Demolition of temporary art gallery structure
- Demolition of interior partition walls
- Saw cutting and demolition of concrete floor for new sewer line
- Demolition of site concrete for new storm drain
- Demolition of old patio roof structure and installation of new structural steel patio cover
- New main electrical panels and distribution
- New HVAC system
- New lighting
- New art gallery, concrete floor, wood frame
- New art storage addition, concrete floor, wood frame
- New patio area concrete slab

- Installation of new kiln
- New plumbing throughout
- New communications and A/V
- New casework throughout

## **EXPECTATIONS**

The District expects that all LLB entities are able to demonstrate and perform the appropriate services according to the project. The services may vary depending on the project. Therefore, the Respondents should highlight those projects and experience that best correlates and demonstrates its success in delivering projects that correspond to the District's needs as described in this project section. Utilize Exhibits A, B, and C to demonstrate the requisite qualifications appropriately.

The LLB entity will be expected to perform a variety of services including, thoroughly reviewing the drawings, estimating costs, undertaking value engineering where appropriate, prequalifying sub-contractors as deemed necessary and appropriate in consultation with the District, retain adequate bid coverage, conduct a bid according to District expectations to be discussed at a future time, and present an initial Guaranteed Maximum Price bid, potentially a Final Guaranteed Maximum Price if deemed appropriate by the District.

At this time, it is the intention of the District to award a single contract for the Oxnard College Library Renovation and the Ventura College Studio Arts Building Renovation.

## **PRECONSTRUCTION SERVICES**

Respondents must be willing and competent and stand ready to provide the following preconstruction services for the Project:

### **Constructability Review**

Constructability review of the Construction Documents to identify omissions and inconsistencies within and between all of the Construction Documents that could negatively impact constructability of the Project, lead to potential claims for additional compensation for construction of the Project, and/or lead to delays and/or extensions of the Project schedule. The successful Respondent shall be responsible for enumerating, and shall enumerate for District all such deficiencies that could be discovered by a licensed California building contractor, experienced in public works, particularly in CCD projects.

### **Construction Scheduling**

Each Submittal shall include a description of the Respondent's construction scheduling methodology, identifying all software and other tools it employs in preparing critical path construction schedules.

### **Certification of Constructability within Guaranteed Maximum Price by Respondent**

The successful Respondent shall affirm, after completion of all Preconstruction Services, prior to negotiation of any LLB agreement(s), that it has completed all Preconstruction Services, and fully understands the design intent of the Construction Documents, in their final form as presented at the time of negotiation of any LLB agreement(s). The successful Respondent shall, furthermore, certify that it shall

complete the Project reflected in the Construction Documents within a Guaranteed Maximum Price proposal, with no increases in cost or extension of the schedule, other than for owner requested changes to the Construction Documents.

### **CONSTRUCTION SERVICES**

Respondents must be willing and competent and stand ready to provide the following construction services for the Project:

#### **Cost Estimating**

Provide the methodology the Respondent would use to estimate the cost of construction of the Project and to develop a Guaranteed Maximum Price proposal, including the cost to perform all obligations reflected in the Lease-Leaseback Agreements (to be provided at a later date) for the scope of work of the Project, as described in Section III, PROJECT DESCRIPTION. This description and methodology must be complete, including the methodology for calculation of all line items that would be used to reflect the cost of materials, equipment, fixtures, labor and other services, also including breakouts for:

- Respondent's proposed percentage fee, or other basis of calculating payments intended for the Respondent beyond the Respondent's cost of construction
- Profit, if any is proposed in addition to or in lieu of a fee, and the basis for calculation thereof
- Overhead, both field and home office, and the basis for calculation thereof
- The cost of all required insurance and bonds, by line item for each policy of insurance and bond required

These breakouts must make clear and express where there has been any markup of any kind or nature, including, without limitation, overhead, recoupment, fee or other profit.

Utilize **Exhibit "D"** Form, to describe the methodology utilized to estimate the probable construction cost of the Project. Include:

- Methodology
- Contingencies utilized
- Standard estimating manuals used as reference
- Experience of estimator

The Cost Estimating description and methodology, shall be held in confidence as trade secret information, shall not be provided to any other person, and shall be returned to the Respondent at the completion of the Statement of Qualifications and selection process.

Utilize **Exhibit "D-1"** Form, to describe the firm's project methodology. Describe your:

- Ability to meet budgets and timelines established in this RFQ and by the District.
- Ability to provide exemplary construction services, including the identification and profile of key personnel to be assigned to the Project
- Ability to coordinate off-site and on-site issues with all local utilities and the local planning and fire protection authorities

- Ability to work with District staff and consultants
- Practices and procedures for coordination with sub-consultants, subcontractors and suppliers
- Practices and procedures for resolving disputes and claims involving sub-consultants, subcontractors and suppliers
- Practices and procedures for estimating change order items in the lease-leaseback contracting context
- Practices and procedures for proceeding with construction through a “construction change directive” process
- Anticipated construction subcontractors for relevant trades for the Project, and provide their license numbers and dates, business address, phone number and fax number, as well as resumes and CCD experience for appropriate members of these firms.

Attach, as an Exhibit, a sample cost estimate for an existing final guaranteed maximum price contract, organized by subcontractor and general contractor divisions, that would serve as a template for a cost estimate for District projects.

## **IV**

### **REQUIREMENTS FOR SUBMITTAL**

#### **A. GENERAL INSTRUCTIONS**

Each Respondent shall:

1. Submit any questions to the District only in writing, and all questions shall be distributed along with the corresponding responses by District to all Respondents; Deadline for questions is Tuesday, September 24, 2014, by 12:00 pm (noon).
2. Deliver the Submittal to the District on or before Friday, October 10, 2014, no later than 4:00 p.m., to: Ventura County Community College District, Capital Planning, Design and Construction, Attn: Leslie J. Dickey, Vice President, Heery International, Inc., 103 Durley Avenue, Camarillo, CA 93010.
3. Execute under penalty of perjury and have notarized the attached Declaration (**Exhibit L**). The Declaration must be signed in permanent blue ink in the name of the Respondent and must bear the signature of the person or persons duly authorized to sign the Submittal, as follows:
  - If Respondent is a corporation, the legal name of the corporation shall first be set forth. The Declaration must be signed by an officer of the corporation with authority to enter into binding agreements on behalf of the Respondent. Such documents shall include the title of such signatories below the signature and shall bear the corporate seal.
  - If Respondent is a partnership, the true name of the firm shall first be set forth, together with the names of all persons comprising the partnership or co-partnership. The Declaration must be signed by all general partners of the firm.
  - If Respondent is a joint venture, the true name of each participating firm shall first be set forth. The Declaration must be signed by an officer of the corporation, or all general partners, or the sole proprietor of each of the participating firms, with authority to enter into binding agreements on behalf of the participating firms.
  - If Respondent is a sole proprietorship, the Declaration must be signed by the proprietor.
  - The above rules also apply in the case of the use of a fictitious business name. In addition, however, where a fictitious name is used, it must be so indicated with the signature.

## **B. SUBMITTAL FORMAT AND CONTENT**

The Statement of Qualifications should be concise, well organized and demonstrate Respondent's qualification. The Statement of Qualifications may be no longer than 50 pages on 8 ½" x 11" paper, exclusive of the cover letter, exhibits and pictures.

Each copy of the SOQ must be placed in its own respective white 3 ring "D" binder, be single-sided, tabbed and organized in the following order and shall include all of the following sections and information as stated in this document. Firms submitting an SOQ must submit six (6) copies of the SOQ and six (6) CDs with a PDF version of the SOQ.

NOTE for PDF Version of the SOQ: The filename of the PDF version of the SOQ must be named in the following manner substituting the Firm's name in the appropriate location: "[INSERT FIRM NAME] LLB\_SOQ.PDF", for example:

XYZCONTRACTOR\_LLB\_SOQ.PDF The PDF version of the SOQ must be comprised of one single document,

**NOT MULTIPLE DOCUMENTS** where the Firm introduction letter, Exhibits, etc. are saved as separate PDF documents. Only one complete copy of the PDF version will be accepted per CD.

NOTE for Exhibits: All Exhibits should be tabbed, labeled and included as part of the appendix. It is at the Firm's discretion to determine how to reference, in the body of the SOQ, the location of the Exhibits in the appendix. All Exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFQ. The intent of the PDF forms is to keep all the requested information in a uniform format.

Six (6) copies of the submittal shall be delivered **no later than 4:00 p.m. (PDT) on Friday, October 10, 2014**, to:

Ventura County Community College District  
c/o VCCCD - CPD&C  
Attention: Leslie J. Dickey, Vice President, Heery Intl., Inc.  
103 Durley Avenue, Camarillo, CA 93010  
Phone: (805) 384-8152

### **1. Submittal Cover**

Include the RFQ's title and submittal due date, the name, address, fax number, and telephone number of principal firm (or firms if there is a joint venture or association). The cover letter should be brief (two pages maximum). Describe how the Scope of Work will be accomplished for the District, including the location of the firm's office responsible for this project. Describe those conditions, constraints, or problems that are unique to the Scope of Work that may adversely affect either the cost or work progress; identify the team members (i.e., project manager, lead estimator, projected superintendent(s), joint partners and sub-consultants); and include the title and signature of the firm's contact person for this procurement. If the firm is proposing to co-respond with another principal firm, the cover letter must specify the type of services to be provided by each firm and the proposed percentage allocated to that phase or

function of the service. Any changes to the District's requested format or deletions of requested materials should be explained in the cover letter. The signatory shall be a person with official authority to bind the company.

## **2. Table of Contents**

Include a complete and clear listing of headings, tabs and pages to allow easy reference to key information.

## V GENERAL INFORMATION

### A. TENDER OF SUBMITTALS

The District may not be held responsible for any errors or omissions on the part of the Respondent in the preparation of its Submittal. The District reserves the right to reject any and all Submittals, or to accept any Submittal regardless of irregularities that the District deems in its sole and complete discretion to be inconsequential.

### B. SIGNATURES

Submittals must be signed by a representative of the Respondent with authorization to bind the Respondent, as directed herein.

### D. CONTACT

Respondents interested in making a Submittal are directed not to make any contact with any District employee, agent or Board member, other than the individual listed immediately below, to whom any contact must be directed IN WRITING. Any unauthorized contact with any other District representative, and any contact with the District representative listed immediately below which is not submitted IN WRITING will constitute grounds for disqualification from consideration. The District respectfully requests that respondents refrain from questions or inquiries during the RFQ process. If however, you need to do so, all communications regarding the RFQ should be submitted IN WRITING via e-mail and directed exclusively to:

**Leslie J. Dickey, Vice President, Heery International, Inc.**  
[ldickey@vccd.edu](mailto:ldickey@vccd.edu)

*The deadline for any questions is ~~Tuesday~~ **Wednesday**, September 24, 2014, by 12:00 pm (noon).*

### E. RIGHTS OF THE DISTRICT

This RFQ does not commit the District to award a contract or pay any costs incurred in the preparation of a Submittal or any portion of a Submittal or other response to this RFQ. The District reserves the right to select the Respondent, or Respondents that it considers likely to best further the interests of the District.

## **F. CONFIDENTIALITY**

All financial information and proprietary information, such as cost estimating information, provided with each Submittal shall be treated as confidential and proprietary to the Respondent and shall not be provided to any third parties without the express written approval of the Respondent, or a legal requirement.

## **G. SUBMITTAL EVALUATION CRITERIA**

The District will review and evaluate the SOQ's that comply with the requirements of the RFQ. The SOQ's will be evaluated according to the criteria listed below:

- Conformance to the specified RFQ submittal format;
- Organization, presentation, and content of the submittal;
- Specialized experience and technical competence of the firm(s), (including principal firms, joint venture-partners, and sub-consultants) considering the types of service required; the complexity of the project; record of performance; and the strength of the key personnel who will be dedicated to the Project;
- Proposed methods and overall strategic plan to accomplish the work in a timely and competent manner;
- Knowledge and experience interfacing with the Division of the State Architect (DSA) and the District;
- Financial resources and stability of the principal firm and/or a JV team; and
- Ability to meet the insurance requirements unless the District, at its sole discretion, decides to modify or waive the insurance requirements or elects to provide Project insurance.

## **H. METHOD OF SELECTION**

The District will employ the following methodology in selecting LLB Respondents to interview:

- The District will evaluate LLB Respondents on their demonstrated competence and on their professional qualifications necessary for the satisfactory performance of the services required.
- The District will decide which, if any, LLB Respondents it wishes to interview
- From the materials submitted and the interviews, the District in its sole discretion will select the LLB entities it determines the most qualified.

- The District will select the best qualified firm based on the following weighting:
 

LLB Experience	30%
Proposed LLB Staff	30%
Financial Strength	20%
Safety Experience	20%
- The District may negotiate a contract(s) for the Project with the LLB Respondents best qualified, as determined by the District to be in the best interests of the District, at the amount compensation of which the District determines is fair and reasonable
- Should the District be unable to negotiate a satisfactory contract(s) with the LLB Entity considered to be the most qualified at a price the District deems reasonable, negotiations with that LLB Entity may be formally terminated. The District may then undertake negotiations with the second most qualified LLB Entity. In the event negotiations fail with the second most qualified LLB Entity, it may undertake negotiations with the third most qualified firm.
- The District reserves the right to reject all SOQ's and to terminate the RFQ and/or negotiation process at any time. Each LLB entity choosing to participate in the RFQ and/or negotiation process acknowledges that it does so with the understanding and acceptance that the cost and expense of doing so is at the sole risk of each LLB entity.

## **I. DISQUALIFICATION**

In addition to being disqualified for failure to meet the District's criteria, a Respondent may be automatically disqualified for any one of the following:

- Any Submittal received after the time and date stated above may be rejected, subject to the District's sole and complete discretion.
- Omission of requested information and/or documents
- Falsification of information
- Excessive stop notices on any prior projects
- Debarment by the Division of Labor Standards Enforcement or other public entity
- Lack of required valid contractor's license
- Lack of bondability
- Lack of Certificates of Insurance
- Lack of Verification of Application by Authorized Representative of Respondent

- Contact, communications, and/or inappropriate solicitations to members of the Board of Trustees, Chancellor, College Presidents, or other management staff or consultants that could make recommendations regarding qualified contractors.

If a Respondent is deemed unacceptable to the District for any reason, the Respondent shall be advised of the proposed finding by letter and given an opportunity to respond in writing.

## **J. OTHER**

1. **Compliance.** Submittals must be in strict accordance with the requirements of the RFQ. Any Statement of Qualification not submitted in accordance with the requirements of the RFQ will not be considered.
2. **Amendments.** The District reserves the right to cancel or revise in part or in its entirety this RFQ. If the District cancels or revises this RFQ, all Respondents will be notified by addenda. The District also reserves the right to extend the date by which responses are due.
3. **Late Proposals.** It is the Respondent's responsibility to ensure its RFQ submittal is received by the District on or before the time and date specified. Submittals received after the date and time specified will not be considered.
4. **Special Conditions**
  - I. **Public Record.** All SOQs submitted in response to the RFQ become the property of the District's public records (with the exception of financial information) and as such, might be subject to public view.
  - II. **Non-Discrimination.** The District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.
  - III. **Drug-Free Policy and Fingerprinting.** The selected LLB Entity shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug- Free workplace certificate.
  - IV. **Costs.** Costs of preparing a SOQ, including cost of printing plans and specifications, in response to this RFQ are solely the responsibility of the Respondent.
  - V. **Prevailing Wages.** Respondents are advised that this Project is a public work for purposes of the California Labor Code, which requires payment of prevailing wages in effect at the time the contract is signed. Corporation will obtain from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work effective at that time. Any LLB Entity to which a

contract is awarded must pay the prevailing rates, post copies thereof at the job site, comply with the District's Labor Compliance Program policy, and otherwise comply with applicable provisions of state law. The selected LLB must comply with the new Department of Industrial Relations requirements for public works contractors (SB 854).

- VI. Securities. Respondents are advised that if awarded a contract they will be permitted, at their request and expense and in accordance with Section 22300 of the California Public Contract Code, to substitute securities equivalent to retention monies withheld by the District to insure performance under the Facilities Lease and accompanying documents.
- VII. Bonding. The successful LLB Entity will be required to furnish a Performance Bond and a separate Payment Bond. Each bond shall be in an amount equal to one hundred percent of the GMP state in the Facilities Lease. Both bonds shall be issued in a forms and contain the content required by the District.
- VIII. Limitations. This RFQ does not commit the District to award a contract, to defray any costs incurred in the preparation of a RFQ pursuant to this RFQ, or to procure or contract for work.

## **VI** **EXHIBITS**

Exhibit A, A-1:	Respondent Form, Firm Questionnaire
Exhibit B, B-1:	Statement of Experience
Exhibit C:	Personnel
Exhibit D, D-1:	Methodology
Exhibit E:	Liquidated Damages, Termination, Litigation, Mediation, Arbitration, Claims and Stop Notices
Exhibit F:	Disqualification, Fines and Investigations
Exhibit G:	Insurance, Bonds, Surety
Exhibit H, H-1	Financial Information
Exhibit I:	General Questions
Exhibit J:	Non-Conflict of Interest
Exhibit K:	Safety
Exhibit L:	Declaration



## EXHIBIT A RESPONDENT FORM

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### 1. RESPONDENT'S INFORMATION:

Firm Name:

Address:

Telephone:

Federal Tax ID Number:

Number of years in business as a contractor licensed in California:

Number of years in business under Firm Name:

Number of years at the above address:

Type of firm: Corporation: \_\_\_\_ Proprietorship: \_\_\_\_

Partnership: \_\_\_\_ Joint Venture: \_\_\_\_

Other (please describe):

State of Incorporation or Primary Registration of any Other Form of Business Entity:

Agent for Service of Process in California:

Previous firm names during past 5 years:

Has there been any recent change in control of company?

Yes \_\_\_\_ No \_\_\_\_

If yes, explain.

### 2. FIRM ORGANIZATION:

Provide an organizational chart, including the form of legal entity and ownership or other relationship between each entity within the organizational chart of the Respondent entity

and all related entities, or the team of Respondent entities and all related entities.

3. LEADERSHIP STRUCTURE:

Provide a description of the Preconstruction and Construction Team and its organizational structure. Resumes of personnel to be involved with the project should be included. Provide a statement regarding the Construction Team's availability and continuity on the project. All respondents must be, or must be associated with a construction company with college construction experience. Responses that do not meet this requirement will not be considered. Post award substitutions of key personnel will not be allowed without the District's prior, written approval.

4. LICENSE(s)

Respondent must be licensed by the California Contractors State License Board. Submit the following information for each license held by or in the name of the Respondent, exactly as on file with the California Department of Consumer Affairs, Contractors State License Board:

License No.:

License Classification:

Name of license holder(s):

Name(s) of each responsible individual:

Date Issued:

Expiration Date:

Number of years license has been issued under above listed name:

Has any current license held by any of the Respondent's owners, officers, principals and/or qualifying individuals ever been suspended or revoked in the last 5 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list each suspended license by license by number, class and licensee's name, and describe the reasons for suspension and, if applicable, reinstatement.

Have any of the Respondent's owners, officers, principals and/or qualifying individuals ever been licensed in California under a different name or different license number?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list each such license by license by number, class and licensee's name.

Has any license previously held by any of the Respondent's owners, officers, principals and/or qualifying individuals ever been suspended or revoked in the last 5 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list each suspended license by license by number, class and licensee's name, and describe the reasons for suspension and, if applicable, reinstatement.

If yes, list each revoked license by license by number, class and licensee's name, and describe the reasons for revocation.

Is the Respondent or any of its owners, officers, principals and/or qualifying individuals affiliated with any other company(ies) as an owner, shareholder, employee, consultant, subsidiary, parent, joint venture, holding company or affiliate?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list each company by name, form of business entity, any contractor license(s), the name of the affiliated owner(s), officer(s), principal(s) and/or qualifying individual(s) and the nature of the affiliation.

## 5. RESPONDENT'S HISTORY

Number of years Respondent has been in business:

Number of years Respondent has been authorized to do business in the State of California under the State Contractors License Law:

Number of years each responsible individual for licensure, or individual license holder has been responsible for or held a license issued by the California Department of Consumer Affairs, Contractors State License Board:

Number of years each responsible individual for licensure, or individual license holder has been responsible for or held a license issued by any state other than California, listing the period of each such licensure by license holder or responsible individual:

List the following information for each owner, officer, principal and/or qualifying individual, using the following format:

Name:	
Position:	
Years With Firm:	
Years in Current Position:	
Percent of ownership interest:	

In which type(s) of construction has the Respondent specialized in the last FIVE (5) years?

**IF ADDITIONAL SPACE IS NEEDED, PLEASE PROVIDE ALL DETAILS ON A SEPARATE ATTACHMENT.**

# Exhibit A-1

## Firm Information Questionnaire

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### ANSWER THE FOLLOWING QUESTIONS

1. Is the company or its owners connected with other companies as a subsidiary, parent, affiliate, or holding company?  Yes  No

If yes, explain on a separate, signed sheet.

2. Does the company have an ongoing relationship or affiliation with a contractor or equipment manufacturer?  Yes  No

If yes, explain on a separate, signed sheet.

3. Has the company (or any owner) ever defaulted on a contract forcing a surety to suffer a loss?  Yes  No

4. In the past five (5) years, has the company had any project with disputed amounts more than \$50,000 or a project which was terminated by the owner, owner's representative or other contracting party and which required completion by another party?  
 Yes  No

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, date and reason for termination/dispute.

5. Has the company, an affiliate company, or any owner ever declared bankruptcy or been in receivership?  Yes  No

If yes, explain on a separate, signed sheet.

6. Has the company ever had arbitration on contracts in the past five (5) years?  
 Yes  No

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, contract value, disputed amount, a brief description and final resolution.

7. Does the company have any outstanding liens or stop notices for labor and/or materials filed against any contracts which have been done or are being done by the company?  Yes  No

If yes, explain on a separate, signed sheet. State the project name, location, owner/contact person, telephone number, amount of dispute, and brief description of the situation.

THE UNDERSIGNED DECLARES UNDER PENALTY OF PERJURY THAT ALL OF THE INFORMATION SUBMITTED WITH THIS SOQ IS TRUE AND CORRECT. FAILURE TO PROVIDE BACK UP TO A "YES" ANSWER AND/OR FAILURE TO SIGN THIS DOCUMENT MAY RESULT IN A RESPONSE DISQUALIFICATION.

Signature:  
Print Name:

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **EXHIBIT B**

### **STATEMENT OF EXPERIENCE: COLLEGE CONSTRUCTION, TYPE OF PROJECTS**

---

1. Has the Respondent contracted for and completed construction of a minimum of ONE (1) CCD or K-12 construction projects, with a final contract value of at least \$10,000,000 within the past FIVE (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you responded "Yes," provide the following information for each of the CCD or K-12 projects which are the basis of your response:

Project Name and CCD or public agency:

Project Address/location:

Contractual Dates to Commence and Complete:

Actual Dates Begun and Completed:

Initial Contract Value (as of time of contract award):

Final Contract Value:

Contact for Verification (name and telephone number of owner reference):

Explain any dispute or legal action associated with the project.

**LIST ALL OTHER RESPONSIVE COMMUNITY COLLEGE District OR PUBLIC WORKS PROJECTS ON SEPARATE ATTACHMENT SUPPLYING THE SAME INFORMATION REQUESTED ABOVE.**

2. Has the Respondent contracted for and completed construction of a minimum of ONE (1) CCD or K-12 modernization project(s), each with a final contract value of at least \$5,000,000 within the past FIVE (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you responded "Yes," provide the following information for each of the CCD or K-12 projects which are the basis of your response:

Project Name and CCD Public Agency:

Project Address/location:

Contractual Dates to Commence and Complete:

Actual Dates Begun and Completed:

Initial Contract Value (as of time of contract award):

Final Contract Value:

Contact for Verification (name and telephone number of owner reference):

Explain any dispute or legal action associated with the project.

**LIST ALL OTHER RESPONSIVE COMMUNITY COLLEGE District OR PUBLIC WORKS PROJECTS ON A SEPARATE ATTACHMENT SUPPLYING THE SAME INFORMATION REQUESTED ABOVE.**

3. Has the Respondent contracted for and successfully completed at least ONE (1) public project contract in the last FIVE (5) years requiring extensive and selective structural and nonstructural rehabilitation of at least one existing building in order to bring a the building into compliance with applicable Division of State Architect (DSA) standards (which shall not include work done in the course of a standard modernization, meaning a non-structural modification of existing buildings, or new construction project, meaning a project in which the structural elements constructed are new and do not require modification of existing structures)?

Yes \_\_\_\_ No \_\_\_\_

If you responded "Yes," provide the following information for each of the public works projects which are the basis of your response:

Project Name and Public Agency:

Project Address/Location:

Contractual Dates to Commence and Complete:

Actual Dates Begun and Completed:

Initial Contract Value (as of time of contract award):

Final Contract Value:

Contact for Verification (name and telephone number of owner reference):

Explain any dispute or legal action associated with the project.

**LIST ALL OTHER RESPONSIVE PUBLIC WORKS PROJECTS ON A SEPARATE ATTACHMENT SUPPLYING THE SAME INFORMATION REQUESTED ABOVE.**

## EXHIBIT B-1

### STATEMENT OF EXPERIENCE: Lease-Leaseback

---

4. Has the Respondent contracted for and completed construction of a minimum of ONE (1) CCD or K-12 projects, each with a final contract value of at least \$5,000,000, under the Lease-Leaseback method of CCD construction contracting within the past FIVE (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If you responded "Yes," provide the following information for each of the California CCD or K-12 projects which are the basis of your response:

Project Name and CCD or public agency: Project \_\_\_\_\_

Address/location: \_\_\_\_\_

Contractual Dates to Commence and Complete: \_\_\_\_\_

Actual Dates Begun and Completed: \_\_\_\_\_

Initial Contract Value (as of time of contract award): \_\_\_\_\_

Final Contract Value: \_\_\_\_\_

Contact for Verification (name and telephone number of owner reference): \_\_\_\_\_

Explain any dispute or legal action associated with the project: \_\_\_\_\_

List all subcontractors that performed more than 0.5% of the project, by contract value: \_\_\_\_\_

**LIST ALL OTHER RESPONSIVE COMMUNITY COLLEGE District OR PUBLIC WORKS PROJECTS ON SEPARATE ATTACHMENT SUPPLYING THE SAME INFORMATION REQUESTED ABOVE.**

# EXHIBIT C

## COMPANY PERSONNEL

---

### A. PROJECT MANAGER

Name:

Address:

Years with Respondent: \_\_

Licenses currently held:

Years experience with projects with CCD and other public entities: \_

Has the Project Manager served as the Project Manager on a minimum of ONE (1) California CCD or K-12 construction projects, each with a final contract value of at least \$10,000,000 within the past FIVE (5) years?

Yes \_\_\_\_ No \_\_\_\_

If you responded, "Yes," to the last question: did the Project Manager oversee mechanical, electrical and plumbing ("M.E.P.") coordination on each of the ONE (1) CCD or K-12 construction projects listed?

Yes \_\_\_\_ No \_\_\_\_

If you responded, "Yes," to the last question: did the Project Manager oversee subcontractor coordination on each of the ONE (1) CCD or K-12 construction projects listed?

Yes \_\_\_\_ No \_\_\_\_

Has the Project Manager served as the Project Manager on a minimum of ONE (1) CCD or K-12 modernization projects, each with a final contract value of at least \$5,000,000 within the past FIVE (5) years?

Yes \_\_\_\_ No \_\_\_\_

If you responded, "Yes," to the last question: did the Project Manager oversee M.E.P. coordination on each of the ONE (1) CCD or K-12 modernization projects listed?

Yes \_\_\_\_ No \_\_\_\_

If you responded, "Yes," to the last question: did the Project Manager oversee subcontractor coordination on each of the ONE (1) CCD or K-12 modernization projects listed?

Yes \_\_\_\_ No \_\_\_\_

Identify the projects comprising the experience on which the Respondent indicated "Yes" in response to the last question, clearly identifying the Project Manager's specific duties on each project.

Provide a detailed résumé reflecting the Project Manager's experience described above.

**B. PROJECT SUPERINTENDENT**

Name:

Address:

Years with Respondent: \_\_\_

Licenses currently held:

Year of experience with projects with CCD or K-12 and other public entities: \_\_\_

Has the Project Superintendent served as the Project Superintendent on a minimum of one (1) CCD or K-12 construction projects, each with a final contract value of at least \$20,000,000 within the past ONE (1) years?

Yes \_\_\_ No \_\_\_

If you responded, "Yes," to the last question: did the Superintendent oversee M.E.P. coordination on each of the ONE (1) CCD or K-12 construction projects listed?

Yes \_\_\_ No \_\_\_

If you responded, "Yes," to the last question: did the Superintendent oversee subcontractor coordination on each of the ONE (1) CCD or K-12 construction projects listed?

Yes \_\_\_ No \_\_\_

Has the Superintendent served as the Superintendent on a minimum of ONE (1) CCD or K-12 modernization projects, each with a final contract value of at least \$5,000,000 within the past FIVE (5) years?

Yes \_\_\_ No \_\_\_

If you responded, "Yes," to the last question: did the Superintendent oversee M.E.P. coordination on each of the ONE (1) CCD or K-12 modernization projects listed?

Yes \_\_\_ No \_\_\_

If you responded, "Yes," to the last question: did the Superintendent oversee subcontractor coordination on each of the ONE (1) CCD or K-12 modernization projects listed?

Yes \_\_\_ No \_\_\_

Identify the projects comprising the experience on which the Respondent indicated “Yes” in response to the last question, clearly identifying the Project Superintendent’s specific duties on each project.

Provide a detailed résumé reflecting the Project Superintendent’s experience described above.

### **C. SUB-CONSULTANTS**

Please identify any sub-consultants and subcontracts related to the pre-construction services that the LLB Respondent may propose to utilize.

Please provide a resume of the individuals demonstrating their applicable experience.

## **EXHIBIT D**

### **Cost Methodology**

---

### **CONFIDENTIAL SECTION TO BE RETURNED**

The Cost Estimating description and methodology, shall be held in confidence as trade secret information, shall not be provided to any other person, and shall be returned to the Respondent at the completion of the Statement of Qualifications and selection process.

It is the District's objective to gain a better understanding of the LLB Respondents approach and methods to deriving costs for a project.

#### **Cost Estimating**

Provide the methodology the Respondent would use to estimate the cost of construction of the Project and to develop a Guaranteed Maximum Price proposal for as many of the projects as described in Section II under Project Descriptions that the Respondent desires. This description and methodology must be complete, including the methodology for calculating all line items that would be used to reflect the cost of materials, equipment, fixtures, labor and other services, also including breakouts for:

- Respondent's proposed percentage fee, or other basis of calculating payments intended for the Respondent beyond the Respondent's cost of construction
- Profit, if any is proposed in addition to or in lieu of a fee, and the basis for calculation thereof
- Overhead, both field and home office, and the basis for calculation thereof
- The cost of all required insurance and bonds, by line item for each policy of insurance and bond required

These breakouts must make clear and express where there has been any markup of any kind or nature, including, without limitation, overhead, recoupment, fee or other profit.

Describe the methodology utilized to estimate the probable construction cost of the Project. Include:

- Methodology
- Contingencies utilized
- Standard estimating manuals used as reference
- Experience of estimator

## **EXHIBIT D-1**

### **Project Methodology**

---

Describe your:

- Ability to meet budgets and timelines established in this RFQ and by the District
- Ability to provide exemplary construction services, including the identification and profile of key personnel to be assigned to the Project
- Ability to coordinate off-site and on-site issues with all local utilities and the local planning and fire protection authorities
- Ability to work with District staff and consultants
- Practices and procedures for coordination with sub-consultants, subcontractors and suppliers
- Practices and procedures for resolving disputes and claims involving sub-consultants, subcontractors and suppliers
- Practices and procedures for estimating change order items in the lease-leaseback contracting context
- Practices and procedures for proceeding with construction through a “construction change directive” process
- Anticipated construction subcontractors for relevant trades for the Project, and provide their license numbers and dates, business address, phone number and fax number, as well as resumes and CCD or K-12 experience for appropriate members of these firms

## **EXHIBIT E**

### **LIQUIDATED DAMAGES**

---

Has the Respondent been assessed liquidated damages, regardless whether such liquidated damages were actually paid by the Respondent or withheld by the project owner, on any project undertaken under any license listed in response to Exhibit B in the last FIVE (5) years?

Yes \_\_\_\_ No \_\_\_\_ If yes, identify each such project

Project Name:

Project Address/location:

Date Completed:

Initial Contract Value (as of time of contract award):

Final Contract Value:

Amount of Liquidated Damages assessed:

Explanation/Comments:

Contact for Verification (name and telephone number of owner reference):

**LIST ALL OTHER RESPONSIVE PROJECTS ON SEPARATE SHEET OF PAPER TO INCLUDE THE SAME INFORMATION ABOVE.**

**CONTRACT TERMINATION**

Has any contract for a project undertaken by Respondent under any license listed in response to Exhibit B in the last FIVE (5) years been terminated prior to project completion?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify each such project:

Project Address/location:

Date Completed:

Initial Contract Value (as of time of contract award):

Final Contract Value:

Amount of Liquidated Damages:

Explanation/Comments:

Contact for Verification (name and telephone number of owner reference):

**LIST ALL OTHER RESPONSIVE PROJECTS ON SEPARATE SHEET OF PAPER TO INCLUDE THE SAME INFORMATION ABOVE.**

**CONTRACT TERMINATION**

Has the Respondent failed to complete any public works contract for any project undertaken under any license listed in response to Exhibit B in the past FIVE (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify each such project:

Project Address/location:

Initial Contract Value (as of time of contract award):

Whether any surety paid for completion of the project:

Whether any surety claimed or demanded payment from Respondent for completion of the project:

Explanation/Comments:

Contact for Verification (name and telephone number of owner reference):

**LIST ALL OTHER RESPONSIVE PROJECTS ON SEPARATE SHEET OF PAPER TO INCLUDE THE SAME INFORMATION ABOVE.**

**LITIGATION AND ARBITRATION HISTORY**

A. Has any project owner filed claim(s) of any kind, in any jurisdiction, venue or forum against the Respondent on any project in the last FIVE (5) years?

Yes \_\_\_\_ No \_\_\_\_

If yes, provide the following information for all projects within the last FIVE (5) years in which any claim(s) was/were made against the Respondent by the project owner and were resolved through litigation, arbitration or settlement:

Name of Project: Name

of Owner: Owner's

Address: Owner's

Telephone: Initial

Contract Amount:

Amount of Claim:

Final Status:

**PROVIDE THE SAME INFORMATION FOR ALL OTHER RESPONSIVE CLAIMS ON SEPARATE SHEET OF PAPER TO INCLUDE THE SAME INFORMATION ABOVE.**

B. Has the Respondent filed claim(s) of any kind, in any jurisdiction, venue or forum against the project owner on any project within the last five (5) years?

Yes \_\_\_\_ No \_\_\_\_

If yes, provide the following information for all projects within the last FIVE (5) years in which the Respondent, or any agent thereof or contractor therewith, filed a claim or claims against the project owner:

Name of Project:

Name of Owner:

Owner's Address:

Owner's Telephone:

Initial Contract Amount:

Amount of Claim:

Final Status:

**PROVIDE THE SAME INFORMATION FOR ALL OTHER RESPONSIVE CLAIMS ON SEPARATE SHEET OF PAPER TO INCLUDE THE SAME INFORMATION ABOVE.**

**STOP NOTICES**

Are there any outstanding liens/stop notices for labor and/or materials filed against the Respondent on any contracts which have been performed by the Respondent during the past 5 years or are currently being performed by the Respondent?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the following information for all such stop notices:

Name of Project:

Name and California State Contractor License Number of Stop Notice Claimant:

Name of Owner:

Owner's Address:

Owner's Telephone:

Initial Subcontract Amount:

Amount of Stop Notice Claim:

Final Status:

Explanation:

**LIST ALL OTHER RESPONSIVE CLAIMS ON A SEPARATE SHEET OF PAPER TO INCLUDE THE SAME INFORMATION ABOVE.**

## **EXHIBIT F**

### **DISQUALIFICATION**

---

A. Has your organization ever been formally disqualified from performing work for the District?

Yes \_\_\_\_ No \_\_\_\_

If yes, provide the following information for each such disqualification (indicate below or on separate sheets of paper):

Name of Project:

Location:

Date:

Reason:

B. Has your organization ever been formally disqualified from performing work for any other public contracting entity other than the District?

Yes \_\_\_\_ No \_\_\_\_

If yes, provide the following information for each such disqualification (indicate below or on separate sheets of paper):

Name of Project:

Location:

Date:

Reason:

### **LABOR CODE AND OSHA REQUIREMENTS**

A. Has your organization been found to have violated the California Labor Code, sections 1720 through 1850, within the past THREE (3) years as the result of formal action by the California Department of Industrial Relations?

Yes \_\_\_\_ No \_\_\_\_

If yes, provide the following:

Name of Project:

Nature of Violation:

Date:

Amount of Penalty(ies):

Final Status:

B. Is your organization currently under investigation by any agency for any charge or claim for non-compliance with state or federal laws, including but not limited to the California Labor Code, the California Business and Professions Code or California Contractors Licensing laws?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the following:

Name of Project:

Nature of Alleged Violation:

Status:

Name of Project:

Nature of Alleged Violation:

Status:

C. Does your organization have any outstanding judgments, demands or liens resulting from violating the California Business and Professions Code and/or Labor Code?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify the judgment, demand or lien and its status:

D. Has your organization been cited for violations of OSHA standards and requirements within the past five (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide the following:

Name of Project:

Nature of Citation:

Final Status:

# EXHIBIT G

## INSURANCE REQUIREMENTS

---

The District participates in an Owner Controlled Insurance Program (OCIP) for any project in construction value estimated over five million dollars (\$5,000,000). The insurance requirements will be confirmed at the time of the Request for Proposal and prior to contracting for any work with a selected LLB entity. At a minimum, for purposes of qualifying and complying with this RFQ and should the OCIP be no longer available, the District needs assurances that qualifying LLB respondents are able to retain acceptable insurance coverage.

A. Do you currently have a minimum of \$2,000,000 combined comprehensive single limit liability insurance?

Yes \_\_\_\_\_ No \_\_\_\_\_

Name of your insurance company:

\_\_\_\_\_

Address

\_\_\_\_\_

Contact Person

Telephone

**Please attach** latest and most current certificate of insurance showing all coverage and limits your company currently carries (label attachment).

### Insurance Requirements:

Commercial General Liability Insurance: Commercial General Liability Insurance shall be at least as broad as Insurance Services Office General Liability Coverage (Occurrence Form CG 0001.) Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage/ Four Million Dollars (\$4,000,000) aggregate.

Automobile Liability Insurance: Automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Two Million Dollars (\$2,000,000) for bodily injury and property damage each accident limit.

Workers' Compensation and Employer's Liability Insurance: The LLB Entity and all subcontractors shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on or about the construction site, in accordance with the "Workers' Compensation and Insurance

Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The LLB Entity shall provide employer's liability insurance in the amount of at least One Million Dollars (\$1,000,000) per accident for bodily injury and disease.

Builder's Risk Insurance: The L/LB Entity shall provide and maintain builder's risk insurance covering all risks of direct physical loss, damage or destruction to the work. Limit shall equal bid amount, if requested by the District.

All insurance will be in a form and with insurance companies acceptable to the District.

Insurance carriers shall be qualified to do business in California and maintain an agent for process within the state

If you are awarded the contract, is your insurance company willing to name the District as an additional insured?

Yes \_\_\_\_\_ No \_\_\_\_\_

How long has the Respondent been insured by the insurance company listed in this section?

If the Respondent has been insured for less than FIVE (5) years by the insurance company listed in this section, list prior insurance carriers during last FIVE (5) years:

Name of your insurance company:

\_\_\_\_\_

Address

\_\_\_\_\_

Contact Person

Telephone

**BONDING INFORMATION**

A. List all surety companies utilized by the Respondent in the last FIVE (5) years (Indicate below or on separate sheets of paper and label attachment):

\_\_\_\_\_  
Surety Name

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_

\_\_\_\_\_  
Surety Name

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone

\_\_\_\_\_

\_\_\_\_\_  
Surety Name

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_  
Telephone

B. Has any Surety completed or caused to be completed any part of the Respondent's work in the past five (5) years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the following information

(Indicate below or attach separate sheets and label attachment):

\_\_\_\_\_  
Surety Name

\_\_\_\_\_  
Address of job

\_\_\_\_\_  
Value of work

Amount of Bond Completed by Surety:

Explanation:

- C. Attach a certified letter from your bonding company identifying the aggregate and single bonding capacity of your organization together with a list of all currently bonded projects together with their contract value. (Label attachment)
- D. Has Respondent, any owner of Respondent or affiliated company ever:
  - 1. Been unable to obtain a bond or been denied a bond for a contract?
  - 2. Defaulted on a contract resulting in a surety completing the project, or causing it to be completed?
- E. How many projects is the Respondent currently bonded for?

#### F. Past Performance Record

If any of the following has occurred within the last 5 years, please describe in detail the circumstances for each occurrence:

- Failure to enter into a contract once selected.
- Withdrawal of a proposal as a result of an error.
- Debarment by any municipal, county, state, federal or local agency
- Involvement in litigation, arbitration or mediation.
- Conviction of the firm or its principals for violating a state or federal anti-trust law by bid-rigging, collusion, or restrictive competition between bidders, or conviction of violating any other federal or state law related to bidding or contract performance.
- Knowing concealment of any deficiency in the performance of a prior contract.
- Falsification of information or submission of deceptive or fraudulent statements in connection with a contract.
- Willful disregard for applicable rules, laws or regulations.

#### G. Safety Record

- Indicate current Guaranteed Maximum Price (GMP) value of all work the LLB RESPONDENT has under contract.
- Indicate current worker's compensation experience modification ratio (EMR) for your entity and all major trade subcontractors intending to perform work on the project.
- Description of safety record for Respondent and subcontractors for the last five years.
- Note: Safety records below the national averages provided by the federal government may be an indication that the Respondent has an unsatisfactory record of safety which may subject Respondents to disqualification.

## **EXHIBIT H**

### **FINANCIAL INFORMATION**

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- A. What was the largest amount of work completed in one year by Respondent under the license identified above?

Identify:

Dollar Amount:      Number of Jobs:      Year:      Largest Job:

- B. What is the average contract value of work completed in each of the last 5 years under the license identified above?

Identify:

Dollar Amount:      Number of Jobs:      Year Talled:      Largest Job

C. Has the Respondent or an affiliated company or any owner ever declared bankruptcy?

Been in receivership? If yes, explain:

D. Accounting and fiscal solvency.

1. List Respondent's:

a. Annual gross income for the last four (4) years:

2013:

2012:

2011:

2010:

b. Federal taxable income for the last four (4) years:

2013:

2012:

2011:

2010:

**EXHIBIT H-1**  
**FINANCIAL INFORMATION**  
**CONFIDENTIAL SECTION TO BE RETURNED**

---

2. Attach a copy of your reviewed or audited financial statements for each of the last four years (2010 through 2013). The date on the statement must be within the last twelve months. Provide the following information for each statement:

Name of accounting firm:

Phone:

3. Attach a copy of your current reviewed or audited financial statement for the firm's most recent fiscal year. Provide the following information:  
(Label attachment)

Name of accounting firm:

Phone:

How many years has this accounting firm prepared financial statements for the Respondent?

How many years has this accounting firm prepared tax returns for the Respondent?

4. Attach a copy from any commercial credit rating service such as Dunn and Bradstreet or Experian (Label attachment).
- E. Attach a letter from the Respondent's bank confirming a line of credit and/or relationship/credit/banking history with that bank.

Name of bank:

Account Manager/Contact person:

Address:

Phone:

Account numbers:

Amount of line of credit available to Respondent \$ \_\_\_\_\_

Amount in use \$ \_\_\_\_\_

How secured: \_\_\_\_\_

Expiration date: \_\_\_\_\_

F. Has Respondent, an affiliated company, a parent company, joint venture, or any owner, officer, principal and/or qualifying individual ever declared bankruptcy?

Yes \_\_\_\_\_ No \_\_\_

If yes, explain for each instance, listing the following format:

Case Name:

Case Number:

Court Location:

Result:

G. Has Respondent, an affiliated company, a parent company, joint venture, or any owner, officer, principal and/or qualifying individual been in receivership?

Yes \_\_\_\_\_ No \_\_\_

If yes, explain for each instance, listing the following format:

Case Name:

Case Number:

Court Location: Result:

# EXHIBIT I

## General Questions

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- A. Do you now or have you ever had any direct or indirect business, financial, or other connection with any officer, employee, or consultant of the District or its Architect?

Yes \_\_\_\_ No \_\_\_\_ if yes, please elaborate. (Attach separate sheet if necessary.)

- B. Does Respondent provide the following insurance coverage for your employees?

Medical Insurance: Yes \_\_\_\_ No \_\_\_\_

Dental Insurance: Yes \_\_\_\_ No \_\_\_\_

The Respondent shall provide Proof of Contractor's medical coverage for all employees and their families showing that the contractor has maintained employee medical coverage in good standing for all employees for 180 consecutive days immediately prior to the submission of the pre-qualification documents (a copy of the insurance coverage with date of validity for the company and all employees qualifies); or, proof that the Contractor has offered such medical coverage to its employees within 180 consecutive days immediately prior to the submission of the pre-qualification documents.

- C. Has Respondent had a penalty assessed against it for violation of the statutes or regulations governing apprenticeship programs?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain below:

The Respondent shall provide a signed affidavit on a form provided by the District whereby the General Contractor certifies that all of the apprentices hired by the General Contractor and primary subcontractors for this project are enrolled in State of California Division of Apprenticeship Standards-approved apprenticeship programs that have a graduation rate of 50% or higher OR have graduated at least one (1) apprentice each consecutive year for the five (5) years immediately preceding submission of pre-qualification documents.

### Other Information

If there is other information that you believe the District should be aware of when considering your Submittal, please provide it here.

## **Exhibit J**

### **Statement of Non-Conflict of Interest**

---

The undersigned, on behalf of the RESPONDENT set forth below, does hereby certify and warrant that, if selected, the RESPONDENT while performing the services required by the Request for Statement of Qualifications, shall do so as an independent contractor and not as an officer, agent or employee of the Ventura County Community College District ("the District").

The undersigned further certifies and warrants that:

- 1) no officer or agent of the RESPONDENT has been an employee, officer or agent of the District within the past two (2) years;
- 2) the RESPONDENT has not been a source of income to pay any employee or officer of the District within the past twelve (12) months;
- 3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Agreement or shall become directly or indirectly interested in the Agreement(s);
- 4) the RESPONDENT shall receive no compensation and shall repay the District for any compensation received by the RESPONDENT under the Agreement should the RESPONDENT aid, abet or knowingly participate in violation of this statement; and
- 5) during the qualifications process (i.e. from the date the RFQ and/or RFP is released to the conclusion of the selection process) any Interested Vendor, Firm, Respondent, Contractor and/or Consultant, if it is determined that any such individual(s) who work and represents such companies for business purposes communicates, contacts and/or solicits the Board of Trustees in any fashion shall be disqualified from the RFQ and/or RFP selection process, and may result in the removal of the Vendor, Firm, Contractor and/or Consultant from any pre-existing established pre-qualified list, as well as the removal from the "interested vendors list."

**FAILURE TO SIGN THIS FORM MAY RESULT IN A RESPONSE DISQUALIFICATION.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **Exhibit K**

### **STATEMENT OF EXPERIENCE: Safety Experience**

---

Provide the following statistics for your company for the most recent three (3) years period available:

1. Experience Modification Rate (EMR)
2. Total Recordable Incident Rate (TRIR)
3. Lost Workday Rate (LWR)
4. Total Fatalities

# Exhibit L

## Declaration

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The undersigned declares under penalty of perjury that all of the information submitted with this Submittal for the VENTURA COUNTY COMMUNITY COLLEGE DISTRICT ("the District") is accurate, and was executed on behalf of the Respondent.

Date \_\_\_\_\_


Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
Name of Respondent

By: \_\_\_\_\_

Signature

By: \_\_\_\_\_

Title

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State of California )

)

County of \_\_\_\_\_ )

On \_\_\_\_\_

before me, (here insert name and title of the officer), personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(Seal)