

**NOTICE TO PROSPECTIVE BIDDERS REGARDING  
PREQUALIFICATION  
FOR  
MAJOR PROJECTS  
MEASURE TT PROGRAM FOR  
PASADENA UNIFIED SCHOOL DISTRICT**



**May 17, 2012**

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

**PREQUALIFICATION FOR GENERAL CONTRACTORS  
MEASURE TT MAJOR PROJECTS  
PASADENA UNIFIED SCHOOL DISTRICT**

**May 17, 2012**

**I. BACKGROUND AND OVERVIEW**

The Pasadena Unified School District (“District”) is prequalifying General Contractors (“Contractors”) to bid on projects funded by the District’s Measure TT Bonds. Projects will be going out to bid beginning in July 2012 and extending through the two years. The construction projects are anticipated to include modernizations and reconstruction projects (new construction, demolition of older existing schools, and site work) at Altadena Elementary School, Jefferson Elementary School, McKinley (K-8) Schools, Sierra Madre Middle School, Washington School Complex, John Muir High School and Pasadena High School. These projects will range in over \$6 million (“Major Projects”). It is also anticipated that there will be a number of smaller projects bidding during 2012. If two or more business entities submit a bid on a project as a joint venture, or expect to submit a bid as part of a joint venture, each entity within the joint venture must be separately qualified to bid.

As a condition of bidding to perform any of the Major Projects funded by Measure TT, and in accordance with California Public Contract Code 20111.5(e), the Pasadena Unified School District requires Contractors to fully complete a prequalification questionnaire and a financial statement.

Once a Contractor’s prequalification statement is submitted, the District will notify the Contractor if the Contractor meets the prequalification requirements. The Contractor will be eligible to bid on any Measure TT construction project within the Contractor’s bonding and financial capacity.

Contractors will be prequalified for one calendar year following the date of initial prequalification. The District reserves the right to request that Contractor(s) update prequalification forms on a quarterly basis. The District also reserves the right to revoke, suspend or rescind the prequalification status of a Contractor due to changes in Contractor’s status or the failure of a Contractor to update its status or information.

All Contractors, whether previously prequalified or not, will be certified in accordance with the District’s uniform system of rating bidders.

Bids for construction projects will not be accepted unless a Contractor is certified as prequalified by the District and the bid is for a contract of a size which Contractor has been deemed qualified to bid.

The District reserves the right to use some or all of the information provided in this form for evaluation purposes.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

While it is the intent of the prequalification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to the submission of bids and to aid the District in selecting the lowest responsible bidder, neither the fact of prequalification, nor any prequalification rating, will preclude the District from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

For information regarding the prequalification process and to secure the District's Prequalification documents, please contact Robin Brown District's Bond Manager via e-mail at [brown.robin@pusd.us](mailto:brown.robin@pusd.us) by phone at (626)396-5850.

**II. PROJECT DESCRIPTIONS**

As noted above, the construction projects include reconstruction of District facilities estimated to cost over **\$6,000,000** per facility for the Measure TT projects.

**III. PREQUALIFICATION PROCESS**

The following process will govern the conduct of Contractor Prequalification for the District projects. A Contractor who submits prequalification responses thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

- A. Submittal: Project Specific Prequalification information for specific or individual projects must be submitted at least five (5) business days prior to the bid due date for a specific project.
  
- B. Submittal: Yearly Round Prequalification information for this yearly round of prequalification should be received by the District by Friday, June 15, 2012. All prospective licensed Contractors who wish to qualify for work on Measure TT projects shall submit a fully complete Contractor Prequalification Questionnaire and Certification ("Questionnaire") in a sealed envelope to:

**Pasadena Unified School District Facilities  
Attn: Robin S. Brown  
740 W. Woodbury Road  
Pasadena, CA 91103**

Prequalification materials will only be accepted in accordance with the requirements of the law. The District reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole discretion.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

- Form Contractor shall successfully complete the prequalification process and timely submit all documents as indicated in the Questionnaire. No other prequalification documents previously completed by Contractor will meet these requirements. All information requested in the Questionnaire must be provided in order to be considered “responsive” to the requirements of prequalification. The Questionnaire shall be submitted as one package – it shall not be submitted “piecemeal.” Contractors shall submit one (1) completed Questionnaire with required attachments in “hard copy” format (i.e., 8-1/2” x 11” paper) in a sealed envelope. Each firm has the option to submit the Questionnaire electronically (return receipt). Any questions regarding this package should be directed to Robin Brown, Bond Manager at (626) 396-5850 or via e-mail [brown.rob@pusd.us](mailto:brown.rob@pusd.us). Submission of an incomplete and/or unclear Questionnaire may result in a determination that the Contractor is non-responsive and/or not qualified.
- C. District’s Review Information submitted in the Questionnaire shall not be public information and shall not be open to public inspection, to the extent allowed by law. Contractors that have submitted a Questionnaire shall receive written notification of their prequalification status. All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of contractors applying for prequalification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose. The District reserves the right to reject all Questionnaires or to waive irregularities in any Questionnaire received, to make all final determinations, and to determine at any time that the prequalification procedures will not be applied to a future public works project.
- D. Addenda Any addenda issued will be faxed, mailed, or sent by messenger service to all Contractors known to the District to have received a Questionnaire and who have provided a complete and legible physical address, telephone number, and fax number for receipt of addenda. The receipt of all addenda must be acknowledged on the Contractor’s Questionnaire.
- E. Nonresponsiveness A Contractor’s Questionnaire may be deemed nonresponsive if:
1. The Questionnaire is not returned on time.
  2. Contractor does not provide all requested information.
  3. The Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the Contractor on whose behalf they are signing.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

4. Information contained in the Questionnaire is not updated under penalty of perjury when it is no longer accurate.

5. Any information provided by the Contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported). Even after a Contractor has been determined to be qualified, the District reserves the right to revoke that determination at any subsequent time, to terminate any Contract awarded, and to cease making payments if it determines that any information provided by the Contractor was incomplete, misleading, inaccurate or false in any material manner.

**IV. QUALIFICATION CRITERIA**

**Essential Criteria**

As detailed herein, each potential Contractor must provide specific information that will be reviewed and scaled by the District. Certain qualifications are essential. Any potential Contractor who cannot satisfy all of the following requirements (“Essential Criteria”), regardless of the ranking or ability to meet other criteria, will not be prequalified:

1. School Projects The Contractor shall have contracted for and successfully completed construction of a minimum of three (3) California public school district construction projects, each with a Contract value of at least \$6,000,000 within the past five (5) years. Contractors will be required to provide Owner and Architect contact information for each project listed.
2. Self-Perform Work Demonstrated ability to self-perform a minimum of 10% of the work in any project for the District.
3. Default or Bankruptcy The Contractor, either performing work under its current license or under other licenses through other entities, including a joint venture, shall not have defaulted on a Contract within the past five years or declared bankruptcy or been placed in receivership within the past five (5) years.
4. Licensure The Contractor shall hold a current, active “B” license that has been consistently active for at least five (5) years and that has not been suspended or revoked.
5. Disqualification The Contractor shall not have been disqualified, debarred, forbidden, or found non-responsible, or otherwise prohibited, from performing work for and/or bidding on work for any school district or other public agency within the State of California within the past five years.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

6. Termination The Contractor shall not have been finally terminated on work for any school district or other public agency within the State of California within the past five (5) years.
  
7. Local Contract/Worker Participation Pasadena Unified School District (District) is an “Equal Opportunity” employer. All Qualified Disabled Veteran Business Enterprises and Small business Enterprise (DVBE/SBE) are encouraged to participate on District construction and rehabilitation projects through the competitive bidding process. In compliance with current PUSD Board Resolutions 1434 and 2021; contractors while performing on District projects are obligated to meet the 25% local participation requirement as outlined in Board Resolutions 1434 and 2021 or subsequent Board Resolutions revising percentage participation requirements. The current local participation requirements are as follows:
  - Small Business-at least of 25% of total
  - Local service providers-at least 25% of total
  - Local trades people- at least 25% of total
  - Female trades people- at least 5% of total

In addition to the above requirements; PUSD is a public agency and as a result all contractors performing on District projects are required to employ registered apprentices. (Title 8, California Code of Regulations, Section 230.1).

**Other Criteria**

As stated above, each Contractor must satisfy all of the Essential Criteria, regardless of its ranking or ability to meet other criteria or the Contractor will not prequalify for District work. The Questionnaire contains questions for which a numerical score will be given for specific answer(s). A Contractor must receive a minimum number of points, regardless of its ability to meet other criteria, or the Contractor will not prequalify for District work. Even if a Contractor meets the Essential Criteria and receives at least the minimum number of points, the District reserves the right to disqualify it from bidding on other grounds.

The District will use some or all of the following criteria in qualifying each Contractor. The District reserves the right to modify the following criteria and to add or delete criteria at its sole discretion at any time prior to opening the prequalification Questionnaires.

1. Previous Experience The Contractor shall demonstrate experience working on State projects approved by the Division of the State Architect (DSA), including the following:
  - a. Previous or current Contracts for similar types of projects that demonstrate equivalent quality design, detailing, finishes and construction.
  - b. Experience in managing projects of similar scale and complexity with strict budget and schedule compliance.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

2. Business History The Contractor has a history of having continuously been in business as a licensed Contractor.
3. Bondability The Contractor shall demonstrate that it can provide required bonds for bidding, payment, performance and materials on projects. Provide a summary and background of company bonding.
4. Insurability The Contractor shall demonstrate that it holds the insurance as indicated in the Questionnaire.
5. Workers' Compensation Experience Modifier The Contractor shall demonstrate an acceptable Workers' Compensation Experience Modification Rate for the past five (5) years.
6. Violations of Regulations or Laws The Contractor shall demonstrate that it has not, in any of its forms, been found in violation of applicable state laws or regulations, including public bidding requirements.
7. Quality Control The Contractor shall demonstrate quality, appropriateness, and thoroughness of quality control techniques.
8. Personnel The Contractor shall disclose to the District for District approval:
  - a. Staff assignments to key roles;
  - b. Commitment by the Contractor to carry out the Contract, including availability of full time supervision of the Contract throughout the duration of the project; and
  - c. Clear lines of responsibility within the Contractor's organization demonstrating effectiveness and responsiveness.
9. Financial Strength The Contractor shall demonstrate its financial ability to undertake and complete this project.
10. Local Business Participation Contractor shall identify its proposed strategy for utilizing local vendors and contractors (local defined as Pasadena and Los Angeles County) on the proposed work.
11. References The Contractor shall provide references verifying past performance and data.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

**APPEALING A QUALIFICATION FINDING**

Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding. There is no appeal from a finding that a Contractor is not prequalified because of a failure to submit required information. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Contractor may appeal the District's decision as follows:

Step 1. Request for Explanation: Contractor shall submit, in writing, within three (3) working days from notification, a request for a written response from the District to explain any aspect of the District's determination.

Step 2. Request for Meeting with Staff: Within three (3) working days from receipt of the District's written response to the Contractor's request for information, Contractor may submit, in writing, a request for a meeting with the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

Step 3. Request for Meeting with District's Associate Superintendent of Operations: Within three (3) working after a meeting with District's staff, Contractor may submit, in writing, a request for a meeting with the District's Associate Superintendent of Business and Operations at which time Contractor may submit any further information that it believes supports a finding that District's determination should be changed.

Step 4. Request to Address District's Governing Board: Within three (3) working days from a meeting with District's Associate Superintendent of Business and Operations, Contractor may submit, in writing, a request that the District's finding be submitted to the District's governing Board, at which time the Contractor may address the District's governing Board.

Contractor's failure to comply with any of these time periods shall be deemed Contractor's acceptance of District's determination of Contractor's prequalification status



**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

**CONTRACTOR PREQUALIFICATION QUESTIONNAIRE AND CERTIFICATION**

Each prospective Contractor (“Contractor”) shall be currently licensed and shall submit the following information to establish its qualifications to bid to perform construction work on District facilities during a period of one year.

**A. CONTRACTOR’S INFORMATION**

Firm name: \_\_\_\_\_

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

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

Mobile Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

(Name of individual completing statement)

Years in business as a licensed Contractor: \_\_\_\_\_

Types of work performed with own forces: \_\_\_\_\_

Years in business under current firm name: \_\_\_\_\_

Years at the above address: \_\_\_\_\_

Receipt and acceptance of the following addenda is hereby acknowledged:

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

**B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS**

**1. For Firms That Are Corporations:**

a. Date incorporated : \_\_\_\_\_

b. Type of corporation (e.g., S Corp., C Corp., LLC): \_\_\_\_\_

c. Under the laws of what state: \_\_\_\_\_

d. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent (10%) of the corporation’s stock. Attach all additional references and/or information on separate signed sheets.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

Name	Position	Years with Co.	% Ownership	Social Security #

**2. For Firms That Are Partnerships:**

- a. Date of formation: \_\_\_\_\_
- b. Type of partnership (e.g., general, limited): \_\_\_\_\_
- c. Under the laws of what state: \_\_\_\_\_
- d. Provide all the following information for each partner who owns ten percent (10%) or more of the firm. Attach all additional references and/or information on separate signed sheets.

Name	Position	Years with Co.	% Ownership	Social Security #

**3. For Firms That Are Sole Proprietorships:**

- a. Date of commencement of business: \_\_\_\_\_
- b. Provide the following information for the current sole proprietor.

Name	Title	Years with Co.	Social Security #

**4. For Firms That Intend to Bid as a Joint Venture:**

- a. Date of commencement of joint venture: \_\_\_\_\_
- b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

Name of Firm	% of Ownership of Joint Venture

- c. Provide all the following information for each owner of a firm that is a participant in a joint venture. Attach all additional references and/or information on separate signed sheets.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

Firm Name	Name of Owner	Position	Years with Co.	% Ownership of Co.	Social Security # of Owner

**C. ASSOCIATED FIRMS**

Identify every construction firm and/or construction management firm that the Contractor or any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the past five (5) years. Attach all additional references and/or information on separate signed sheets. NOTE: For this question, “owner” and “partner” refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

State Person’s Name or “Contractor” if Your Firm was Associated with Another Firm	Construction Firm or Construction Management Firm Name	Contractor’s License No.	Dates of Person’s Participation with Company

**D. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE**

1. Has there been any change in ownership of the firm at any time during the past three (3) years?  
NOTE: A corporation whose shares are publicly traded is not required to answer this question.  
 Yes       No      If “yes,” explain on a separate signed sheet.
  
2. Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm?  
NOTE: Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.  
 Yes       No      If “yes,” explain on a separate signed sheet, including the name of the related company and the percent ownership.
  
3. Are any corporate officers, partners or owners connected to any other construction firms?  
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.  
 Yes       No      If “yes,” explain on a separate signed sheet.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

4. State your firm’s gross revenues for each of the past four (4) years:

Year	Gross Revenue
	\$
	\$
	\$
	\$

**E. CONTRACTOR’S LICENSE**

1. Contractor shall be licensed in the State of California and shall submit the following information:

- a. Name of license holder exactly as on file with the California State License Board: \_\_\_\_\_
- b. License classification(s): \_\_\_\_\_
- c. License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- d. Number of years license holder has held the listed license: \_\_\_\_\_
- e. Number of years contractor has done business in California under contractor's license law: \_\_\_\_\_

2. Has your firm changed names or license number in the past five (5) years?  
 Yes  No If “yes,” explain on a separate signed sheet, including the reason for the change.

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

\_\_\_\_\_

\_\_\_\_\_

4. Has any California State License Board license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five (5) years?  
 Yes  No If “yes,” explain on a separate signed sheet.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

**F. PROJECT REFERENCES**

Provide a summary list of *all* projects in which the Contractor has participated during the past five (5) years with a contract value of more than \$6,000,000. Failure to list all projects in which the Contractor has participated during the past five (5) years with a contract value of more than \$6,000,000 may result in Contractor's Questionnaire being deemed non-responsive at District's sole discretion. At least three (3) of these projects must be with California public school district(s) or Contractor cannot prequalify for District work. For the three required school district projects please complete the following information.

**Please include all projects performed under all firm names identified in Section B (CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS) and Section C (ASSOCIATED FIRMS).** Please use additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

**District will assign points based on standardized questions that the District will ask Contractor's references.**

1. Project Name/Identification: \_\_\_\_\_
  - a. Name of contractor/entity performing work: \_\_\_\_\_
  - b. Project owner: \_\_\_\_\_
  - c. Project architect (name and telephone number for District reference): \_\_\_\_\_  
\_\_\_\_\_
  - d. Project description: \_\_\_\_\_
  - e. Project address/location: \_\_\_\_\_
  - f. Original completion date: \_\_\_\_\_
  - g. Date completed: \_\_\_\_\_
  - h. Initial contract value (as of time of bid award): \_\_\_\_\_
  - i. Final contract value: \_\_\_\_\_
  - j. Liquidated damages assessed (If yes, explain): \_\_\_\_\_
  - k. Contact for verification (name and telephone number for District reference): \_\_\_\_\_

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

l. Did the project include constructing or modernizing an earthquake resistant building? \_\_\_\_\_

m. Did the project owner, district, public entity, general contractor, architect, or construction manager file claim(s) in an amount exceeding \$50,000 against you or your firm, or did you or your firm file claim(s) in an amount exceeding \$50,000 against a project owner, district, public entity, general contractor, architect, or construction manager?

Yes  No If yes, explain and indicate on separate signed sheet(s) the project name(s), claim(s), name of claimant(s), brief description of the nature of the claim, the court in which the case was filed, a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution, and date(s) of claim(s).

2. **Additional References:** Attach all additional references on separate signed sheets as necessary.

**G. EVALUATION CRITERIA**

**1. Essential Criteria**

a. Has your firm and/or any firm identified in Section B contracted for and completed construction of a minimum of three (3) California public school district construction projects, each with a value of at least \$6,000,000, within the past five (5) years?

Yes  No

b. Does your firm have the demonstrated ability to self perform a minimum of 10% of the work?

Yes  No

c. Has your firm and/or any firm identified in Section B and/or Section C defaulted on a contract within the past five (3 years or declared bankruptcy or been placed in receivership within the past five (3 years?

Yes  No

d. Has your firm and/or any firm identified in Section B held a current, active "B" license that has been consistently active for at least five (5) years and that has not been suspended or revoked?

Yes  No

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

- e. Has your firm and/or any firm identified in Section B and/or section C been disqualified, debarred, forbidden, found non-responsible, or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California within the past five (3) years?

Yes       No

- f. Has your firm and/or any firm identified in Section B and/or Section C been terminated by any school district or other public agency on any project for a school district or other public agency within the State of California within the past five (5) years?

Yes       No

- g. Has your firm actively encouraged local sub-contractors and suppliers to participate as a part of your team for PUSD or any other Public Agency requiring local participation? If so, what is your strategy for encouraging local participation (local is defined as Pasadena and the 9 Zip code areas)?

Yes       No If yes, how would you do so?

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**2. Other Criteria**

- a. Has your firm and/or any firm identified in Section B and/or Section C been cited and/or assessed any penalties for non-compliance with state public contract laws and/or regulations, including public bidding requirements and Labor Code violations within the past five (5) years?

Yes  No If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of incidents.

- b. Has your firm and/or any firm identified in Section B and/or Section C been cited and/or assessed penalties by the OSHA, EPA, any Air Quality Management District, any Regional Water Quality Control Board, or any other environmental agency within the past five (5) years?

Yes       No If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.

- c. Has your firm and/or any firm identified in Section B and/or Section C ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

Yes

No

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

- d. Has your firm and/or any firm identified in Section B and/or Section C ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes

No

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

- e. Has your firm and/or any firm identified in Section B and/or Section C ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes

No

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

- f. At any time during the last five (5) years, has your firm, and/or any firm identified in Section B and/or Section C been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Yes

No

**H. CONTRACTOR’S PROJECT PERSONNEL**

The Contractor hereby commits to the assignment of the full-time on-site Project Manager and Project Superintendent(s) named below to District project(s). At the time of the bid, the successful Contractor shall confirm those personnel. If any of the named staff are no longer employed by the firm at the time of bid opening, or are otherwise unavailable, the Contractor’s bid may be considered nonresponsive. The Contractor may formally request substitution of other individuals with equivalent experience, and District may consider them. However, resumes project history, and other relevant information must be submitted by the Contractor to District immediately once Contractor becomes aware of a need for a substitution.

**Full-Time, On-Site Project Manager:**



**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Years with firm: \_\_\_\_\_
4. Years in current position: \_\_\_\_\_
5. Licenses held: \_\_\_\_\_
6. Experience with projects with schools: \_\_\_\_\_
7. Years experience with projects with other public entities: \_\_\_\_\_
8. Years performing type of work called for by District: \_\_\_\_\_
9. Recent comparable project references (list at least three):

<u>Name</u>	<u>Contact</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Full-Time, On-Site Project Superintendent:**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Years with firm: \_\_\_\_\_
4. Years in current position: \_\_\_\_\_
5. Licenses held: \_\_\_\_\_
6. Experience with projects with schools: \_\_\_\_\_

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

- 7. Years experience with projects with other public entities: \_\_\_\_\_
- 8. Years performing type of work called for by District: \_\_\_\_\_
- 9. Recent comparable project references (list at least three):

<u>Name</u>	<u>Contact</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____

**I. CONTRACTOR'S BONDING/SURETY**

Contractors must fully comply with all bid conditions including, without limitation, a ten percent (10%) bid bond, a hundred percent (100%) payment bond, and a hundred percent (100%) performance bond. Contractor's surety must be admitted and authorized to transact business as a surety in California. List all sureties utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.

- 1. Name of bonding company (not agency): \_\_\_\_\_
- 2. Address of company: \_\_\_\_\_
- 3. Name of agent: \_\_\_\_\_
- 4. Address of agent: \_\_\_\_\_
- 5. Telephone number of agent: \_\_\_\_\_
- 6. Years contractor has been with this surety: \_\_\_\_\_
- 7. Amounts paid out by or work performed by surety in the past five (5) years that were in any way related to construction activities of contractor and/or any firm identified in Section B and/or Section C (Please provide an explanation on separate signed sheets): \$ \_\_\_\_\_
- 8. Has your firm and/or any firm identified in Section B paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) at any time during the past five (5) years?

Yes       No      If yes, state the percentage paid. (\_\_\_%). You may provide an explanation for a percentage rate higher than one percent.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

9. During the past five (5) years, has your firm and/or any firm identified in Section B and/or Section C, ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?: \_\_\_\_\_ If yes, provide details on a separate signed sheet indicating the date(s) when your firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.
  
10. Provide a notarized statement that states your firm’s total bonding capacity from an admitted surety insurer that is authorized to issue bonds in the State of California.

**J. CONTRACTOR’S INSURANCE**

Prospective Contractors must fully comply with all bid conditions including the following insurance coverage and associated limits. These policy minimums will increase to reflect the estimated value of individual project costs.

<b>Commercial Form General Liability Insurance, including Product Completed Operations Coverage</b>	<b>Minimum Requirement</b>
Each Occurrence – Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	\$ 5,000,000
General Aggregate	\$ 10,000,000
<b>Business Automobile Liability Insurance - Any Auto</b>	<b>\$ 2,000,000</b>
<b>Excess Commercial Liability/Umbrella</b>	<b>\$ 4,000,000</b>
<b>Builders Risk</b>	<b>\$6,000,000 min to contract value</b>
<b>Workers Compensation</b>	<b>Statutory Limits</b>
<b>Employer’s Liability</b>	<b>\$ 1,000,000</b>

1. List all insurers contractor utilized in the past five (5) years. Use separate signed sheets as necessary, with all requested information.
  - a. Name of insurance company (“Insurer”): \_\_\_\_\_
  - b. Address of Insurer: \_\_\_\_\_
  - c. Name of agent: \_\_\_\_\_

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

- d. Address of agent: \_\_\_\_\_
- e. Telephone number of agent: \_\_\_\_\_
- f. Years Contractor has been with this Insurer: \_\_\_\_\_
- g. Amounts paid out by Insurer in the past five (5) years that were in any way related to construction activities of your firm and/or any firm identified in Section B (Please provide an explanation on separate signed sheets):
- h. Insurer's "Best" rating: \_\_\_\_\_

2. In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes       No

**K. WORKERS' COMPENSATION HISTORY AND EXPERIENCE MODIFIER**

- 1. State contractor's current Workers' Compensation Experience Modifier: \_\_\_\_\_
- 2. State contractor's Workers' Compensation Experience Modifier for the past five (5) years (including any firm identified in Section B): \_\_\_\_\_

Year	Modifier

3. Within the past five (5) years has there ever been a period when your firm and/or any firm identified in Section B had employees but was without workers' compensation insurance or state-approved self-insurance? \_\_\_\_\_. If yes, indicate on separate sheet(s) of paper the date(s) and reason(s) for the absence of workers' compensation insurance.

**L. CONTRACTOR'S FINANCIAL INFORMATION**

Contractor must submit an audited financial statement for the past two (2) full fiscal years. An unaudited and/or compiled financial statement, and/or a letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required audited financial statement.

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

**M. CERTIFICATION**

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

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

Proper Name of Contractor: \_\_\_\_\_

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

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

Its: \_\_\_\_\_

**PASADENA UNIFIED SCHOOL DISTRICT  
FACILITIES**

**Contractors' Pre-Qualification Scoring Sheet  
Major Projects  
\_\_\_\_\_, 2012**

Name of Contractor: \_\_\_\_\_

<b>1. Disqualification/ Termination</b>	Yes	No
<b>a.</b> Has the Contractor defaulted on a contract within the past three (3) years or declared bankruptcy or been placed in receivership within the past three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>
<b>b.</b> Has the Contractor been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California within the past three (3) years?	<input type="checkbox"/>	<input type="checkbox"/>
<b>c.</b> Has the Contractor been terminated by any school district or other public agency on any project for any school district or other public agency within the State of California within the past five (5) years?	<input type="checkbox"/>	<input type="checkbox"/>
<b>* If answer to any a, b or c items, are "yes" then Contractor has submit supporting documents explaining the circumstances</b>		
<b>2. Essential Criteria</b>	<b>Max Points</b>	<b>Score</b>
<b>a. School Projects</b> Has the Contractor contracted for and completed construction of a minimum of three (3) California public school district construction projects, each with a contract value of at least \$6,000,000 within the past five (5) years?	>15M    30pts 10 -15M    20pts 6 -10M    10pts	
<b>b. Local General Contractor</b> Is the contractor located within the <u>9</u> Zip code areas or PUSD	30 Points	
<b>c. Local Contract/Worker Participation</b> Shown successful result for local subcontractor participation at Pasadena and/or other jurisdiction requiring local participation	30 Points	
<b>d. Self-Perform Work</b> Demonstrated ability to self-perform a minimum of 10% of the work in any project for the District.	5 Points	
<b>e. Licensure</b> Has the Contractor held all current, active contractors license(s)—“B” license— necessary to perform its work for at least five (5) years and have those license(s) not been suspended or revoked?	5 Points	
<b>TOTAL POINTS</b>	<b>100</b>	

**3. Contact References**

The District will contact each of the Contractor’s references from a minimum of three (3) of its most recent K-12 school district projects including the two (2) largest K-12 projects completed in the last five (5) years.