

**CITY OF CORONA DEPARTMENT OF WATER AND POWER
NOTICE REQUESTING
PREQUALIFICATION OF BIDDERS
FOR PREQUALIFIED CONTRACTORS LIST FOR
WATER, SEWER AND WATER RECLAMATION PROJECTS
EFFECTIVE APRIL 1, 2018 TO JUNE 30, 2021
RFQ 18-041CA**

Request for Prequalification Packages

NOTICE IS HEREBY GIVEN that the City of Corona (“City”) has determined that all contractors bidding on selected water, sewer and water reclamation construction projects in the project categories listed below must be prequalified prior to submitting a bid on any such project. It is mandatory that all contractors who intend to submit bids on such City projects, fully complete this prequalification application package (“Prequalification Package”), provide all materials requested herein, and be deemed prequalified by City. Unless expressly stated in future Notices Inviting Bids, no bid will be accepted from any contractor who has not been deemed prequalified through this process (“Prequalified Candidates”). Prequalified Candidates will be notified of their eligibility to bid on selected City projects. If two or more business entities expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must submit a fully complete Prequalification Package and be separately qualified to bid.

Candidates will be required to obtain and submit additional and separate qualification questionnaire(s) for the specific category of project for which the Candidate wishes to qualify. If a project is advertised as requiring Prequalified Candidates, then only Candidates qualified in a specific project category will be eligible to submit a bid package for a project assigned to that category. Prequalified Candidates may be required to meet additional qualifications as listed in project specific bid packages.

The Prequalification Package may be downloaded from the www.coronaca.gov website under the “Bid Opportunities” menu accessed from the “Bids” tab or obtained from the City of Corona Administrative Services Department, Purchasing Division office located at the City of Corona City Hall, 400 South Vicentia Avenue, Suite 320, Corona, CA.

Time and Place for Submission of Prequalification Packages

A completed Prequalification Package may be delivered to the City at any time, but no later than up to **5:00 p.m. on February 26, 2021**, in order to be considered for the Prequalified Candidates List for the period April 1, 2018 to June 30, 2021. A blackout period during March, 2021 will be used by the City to prepare the Prequalification Package for the following prequalification period. Prequalification Packages must include one hard copy and an electronic version on a CD or USB flash drive in .pdf format and be submitted in sealed envelopes marked “Confidential – Prequalification for Biennial Prequalified Candidates List – Water, Sewer and Water Reclamation Projects for the period April 1, 2018 to June 30, 2021” as further described in the Instructions.

Each Candidate shall submit Parts I, II, and IV of the Questionnaire and a separate Section VI – Technical Requirements for each selected project category which the Candidate would like to be

prequalified. Completed Prequalification Packages may be delivered in person or sent via courier or US Mail. Other means of delivery or transmission, including facsimile and email, will not be accepted.

Hand Delivery, Courier or U.S. Mail Address:

City of Corona
Administrative Services Department, Purchasing Division
400 South Vicentia Avenue, Suite 320
Corona, CA 92882

Project Categories

The Department of Water and Power is a utility enterprise wholly owned by the City of Corona that provides retail drinking water, sewer, water reclamation, and power services to the City of Corona service area.

The City is in search of Prequalified Candidates who have the necessary qualifications as set forth in this Prequalification Package to be pre-qualified to bid on selected projects in the following project categories:

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Water is defined as potable water, reclaimed water, raw water, ground water, or treated water. Sewer is defined as sewage collection. Water Reclamation is defined as sewage treatment.

The water, sewer and water reclamation construction projects for which the City is seeking Prequalified Candidates are limited to projects that consist of work to be performed to construct, protect, demolish, modify, operate, or maintain City-owned water, sewer, and water reclamation systems.

Prequalification Requirement and Prequalified Candidates List

In order to be awarded a contract for selected water, sewer and water reclamation construction projects in the project categories listed above, all bidders must be Prequalified Candidates unless the invitation to bid for that project provides otherwise. To be considered for prequalification, the Candidate must fully complete this Prequalification Package, including the Candidate Contact Information form, Parts I, II and IV of the Pre-Qualification Application Questionnaire (“Questionnaire”) as well as the Project and Personnel Experience Requirements for Qualification Questionnaire, Part VI for each project category for which the Candidate desires to be prequalified,

as applicable, and provide all materials requested herein. No bid will be accepted from a Candidate that has failed to comply with these requirements, if the project is advertised as requiring Prequalified Candidates.

Unless otherwise directed in a project specific notice inviting bids, if two or more business entities plan to submit a bid as part of a Joint Venture, each entity within the Joint Venture must fully complete the Prequalification Package and be separately deemed prequalified to bid

In addition to the requirements listed herein, a Candidate must be willing and able to comply with the contracting requirements of the City.

Each Prequalification Package must be completed with all information requested and signed under penalty of perjury in the manner designated at the end of the Candidate Contact Information form, by an individual who has the legal authority to bind the Candidate. If any information provided by a Candidate becomes inaccurate, the Candidate must immediately notify the City and provide updated accurate information in writing, under penalty of perjury.

The City may refuse to prequalify a Candidate where the requested information and materials are not provided. If an incomplete application is submitted, the Candidate will be informed which documents or information are required to complete the application and shall be permitted to submit additional information in order to complete the application within 30 days of the date of such notification.

Prequalified Candidates will be listed on a Prequalified Candidates List for the project category that the Candidate has been deemed to be prequalified. A separate Prequalified Candidates List will be maintained for each project category identified above. A Prequalified Candidate may be listed on more than one Prequalified Candidates List. This is **not** a solicitation for bid. No guarantees are made or implied that any projects will be constructed or that a Candidate submitting a Prequalification Package will be prequalified or will be awarded a contract. The use of a Prequalified Candidates List for a particular project is solely at the discretion of the City. Candidates accept all risk and cost associated with the completion of the Prequalification Package without financial guarantee.

The Prequalified Candidates List will be posted on the City's website at www.coronaca.gov and updated as new Prequalified Candidates are selected. Candidates who are not selected as Prequalified Candidates will be notified electronically and provided an opportunity to appeal.

The Prequalified Candidates List will be valid until June 30, 2021, except that the City reserves the right to limit, suspend or remove a Prequalified Candidate from the Prequalified Candidates List based on subsequently learned information and after giving notice of the proposed action to the Prequalified Candidate and an opportunity for a hearing consistent with the hearing procedures described set forth herein.

If awarded a contract for a specific project, the Prequalified Candidate must be capable and responsible for the satisfactory completion of the entire project, including all work that is self-performed or subcontracted.

When a construction project for one of the project categories identified above is ready for advertisement, the City invites contractors from the then current Prequalified Candidates List for that project category to submit a prime bid for the construction of the project. Prequalified Candidates may be required to meet additional qualifications as listed in the project-specific bid package.

The contracts for construction of specific projects will be awarded, if at all, to the responsible, Prequalified Candidate submitting the lowest responsive bid.

The City may initiate a separate prequalification process for any individual project. Identification on the Prequalified Candidates List for a particular project category will not be considered as prequalification for a project for which the City establishes an individual project prequalification process. Alternatively, identification on the prequalification list for an individual project will not result in identification on the Prequalified Candidates List for that project category.

If your firm is neither a Prime Contractor nor prequalified to be on a Prequalified Candidates List, your firm may still pursue work on City construction projects as a subcontractor as the City generally does not require subcontractor prequalification. For a summary of current construction projects “Out to Bid”, please visit <https://www.coronaca.gov/i-want-to/rfp-posts-list/-selsta-4> and click on the “Prequalified Bidders List” link for a list of the Prequalified Candidates invited to bid each specific project.

Submission Process

The Prequalification Package consists of four parts. To pre-qualify, a Candidate must fully complete the Candidate Contact Information form, Parts I, II and IV as well as Section VI - Project and Personnel Experience Requirements, as applicable.

In the case of Joint Ventures, each party to the Joint Venture must pre-qualify individually unless otherwise directed (see page 3).

The City reserves the right to remove any Prequalified Candidate from the Prequalified Candidates List if it is determined the facts provided by the Candidate are inaccurate.

Part I, Company Information, Organization, History and Organizational Performance, Licenses, Project Category Selection: Candidates are required to provide company general and organization information, organizational performance, company licenses, related history, and identify the categories of work for which the applicant seeks prequalification.

Part II, Essential Requirements for Qualification: Candidates are required to answer questions regarding history of financial and professional responsibility and identify the type(s) of work for which your firm is seeking prequalification.

Part III, Project Information: Describes the type(s) of work available for prequalification.

Part IV, References Questionnaire: Candidates are required to provide project references to include contact information for each project included in the Part VI submittal.

Part V, Evaluation Criteria: The basis for scoring the candidates questionnaires.

Part VI, Project and Personnel Experience Requirements for Qualification: Candidates are required to complete a qualification questionnaire for each project category for which they wish to submit a bid in the future.

Candidates shall provide only complete and accurate information. Candidates acknowledge that the City is relying on the truth and accuracy of the responses contained herein. Each Prequalification Package must be signed under penalty of perjury in the manner designated and by an individual who has the legal authority to bind the Candidate. If any information provided by a Candidate becomes inaccurate, the Candidate must immediately notify the City and provide updated accurate information in writing, under penalty of perjury. Should a Candidate omit requested information or falsify information, the City may deem that Candidate not prequalified.

As provided in Public Contract Code Section 20101, completed Prequalification Packages and financial information are not public records and will not be open to public inspection. All information provided will be kept confidential to the extent permitted by law.

Evaluation Process

City may conduct such investigations as City deems necessary to assist in the evaluation of any Prequalification Package and to establish the responsibility, qualifications, and financial capability of the Candidate. City may conduct personal interviews with the firm's key personnel and may contact previous clients. Prequalification of a Candidate will generally be based on the Prequalification Package contents, prior experience of the Candidate as a Prime Contractor on City projects, specific project experience related to the project category in which the firm is seeking prequalification, and favorable responses from the Candidate's references. At a minimum, Candidates must meet the minimum qualifications for each project category in which they are seeking prequalification.

Answers to questions contained in the Prequalification Package, information about current bonding capacity, a notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, will be used by the City in order to rate Candidates with respect to their qualifications to bid on the project categories identified above. The City reserves the right to check any other sources available to verify a Candidate's statements, prior performance and veracity. The City's decision will be based on objective evaluation criteria.

The City will evaluate all completed Prequalification Packages on a Responsive/Nonresponsive or Pass/Fail basis and a points-based rating system. In order to be deemed prequalified and listed on the Prequalified Candidates List – Water, Sewer and Water Reclamation Projects, a Candidate must obtain a "Responsive" rating on all of the criteria set forth in Part I, a "Pass" rating on all of the criteria set forth in Part II and meet the minimum rating requirements of City for Parts IV and VI. Candidates who do not obtain a "Responsive" rating on all of the criteria set forth in Part I and a "Pass" rating for all of the criteria in Part II will not be deemed prequalified regardless of the scores obtained in Parts IV and VI.

While the prequalification process is intended to assist the City in determining bidder responsibility prior to bid and aid the City in selecting the lowest responsible bidder for individual projects, neither the fact of prequalification, nor any prequalification rating, will preclude the City from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

Review Schedule

The City will notify all Candidates of the result of the prequalification process in writing. The following schedule sets forth the timetable for City evaluation of a Prequalification Package. The timetable given is merely an estimate and is not binding on the City.

| | |
|---|--|
| ① Initial Review | Minimum of 30 days |
| ② Notifications of Incompleteness (if applicable) | Notice sent electronically within 30 days following completion of review |
| ③ Candidate Response to Incomplete Notice (if applicable) | 30 days from the Date of the Incomplete Notice |
| ④ Final Determination* | 30 days from initial review of Candidate's Prequalification Package or receipt of Candidate's Response to Incomplete Notice, as applicable |

*If no response to a Notice of Incomplete is received within 30 days, the Candidate will not be selected as a Prequalified Candidate.

Appeals Process

Where a timely and completed Prequalification Package results in a rating for the Candidate below that necessary to prequalify, an appeal can be made. To appeal, the Candidate must deliver notice to the City of its appeal of the City's decision with respect to its prequalification rating, no later than ten business days after the date of the City's notice to the Candidate of the City's prequalification determination. Unless a timely appeal is filed, the Candidate waives any and all rights to challenge the decision of the City, whether by administrative process, judicial process or any other legal process or proceeding.

If a Candidate files a complete and timely appeal, a review of the appeal shall be conducted so that it is concluded no later than ten (10) calendar days after the City's receipt of the Candidate's appeal. The review shall be an informal process conducted by the City's Department of Water and Power General Manager ("General Manager") or his or her designee, who is delegated responsibility to hear such appeals and will be based upon the information submitted by the Candidate in its appeal. Within five (5) business days after the conclusion of the review, the General Manager shall render its decision, which will be final and binding. The City will notify the Candidate in writing of its decision at the conclusion of the review. 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.

Reservations of Rights by the City

The City expressly reserves the right at any time to:

- Waive any informalities, minor irregularities, defects or omissions in any Prequalification Package or the procedures set forth herein;
- Reject any or all Prequalification Packages, including without limitation, the right to reject any or all nonconforming, nonresponsive, or conditional Prequalification Packages;
- Determine that any Candidate is not qualified at any time before or after the Prequalification Packages are received and evaluated if it finds that information provided is materially inaccurate or false, or upon evidence of collusion or other illegal practices on the part of a Candidate;
- Require a Candidate to submit additional information during the review process;
- Consider additional information about a Candidate other than that submitted in the Prequalification Package;
- Issue a new request for Prequalification Packages;
- Change the subsequent selection process;
- Determine that the projects for which prequalification is requested will not be pursued; and/or
- Initiate a separate prequalification process for a specific project, regardless of whether it is the type of project included in the project categories described in this prequalification package.

City Business License

At the time a contract is executed for a specific project, the Prequalified Candidate that is awarded the contract must have a current and valid City of Corona Business License. This certificate can be obtained by properly submitting to the City's Finance Department a completed business license application and business license tax. The current business license forms can be found at the following website link: <https://www.coronaca.gov/businesses>.

Questions and Appeals

Any question or objection to the prequalification materials, or explanation regarding the meaning or interpretation of the Prequalification Package and related materials, must be requested in writing. Oral explanations or instructions will not be binding unless issued as a formal addendum to the Prequalification Package. Any information provided to any Candidate concerning a solicitation will be furnished to all Candidates who requested a Prequalification Package. All Candidates must acknowledge the receipt of any/all addenda on the form and in the manner required with each addendum. **By submitting a completed Prequalification Package, the Candidate waives any and all objections to the form and content of the Prequalification Package, or the evaluation criteria.**

Specific questions regarding the prequalification process or any requests for appeals shall be made in writing and addressed to:

Carol Appelt, City of Corona Administrative Services Department – Purchasing Division
400 S. Vicentia Ave., Suite 320, Corona, CA 92882
carolyn.appelt@coronaca.gov; 951-279-3620

Dated: 4/5/2018

DocuSigned by:

D519FFD915CF45C

Tom Moody
General Manager

CANDIDATE CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
 (as it appears on Contractor's California state license) LLC
 Partnership
 Sole Proprietor

Contact Person (Name & Title): _____

Business Address: _____

Business Phone: _____ Fax: _____

E-mail Address: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company: _____

Home Office Location (City, State): _____

Registered Managing Employee/Name and License Number: _____

Director of Industrial Relations Registration Number: _____

Dun and Bradstreet Number (if applicable): _____

Each Candidate must have a General Engineering "A" California Contractor's license or a combination of specialty contractor's licenses for the project category the Candidate is seeking prequalification which is current, active and in good standing with the California Contractors State License Board (CSLB), on the date and time of submittal of the Candidate's Prequalification Package and must submit this Prequalification Package with all portions completed, including required attachments. Each Candidate must answer all of the following questions and provide all requested information, where applicable. It is critical that Candidates fill out all information required accurately, completely, truthfully and to the best of their knowledge. Ambiguous or incomplete information may lead to an unfavorable evaluation and may result in a determination that the Candidate is not qualified.

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

Dated: _____

Signature

Print Name

ADDENDA ACKNOWLEDGMENT

The undersigned acknowledges receipt, understanding and full consideration of the following addenda to the Prequalification Package.

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Addenda No. _____ Dated: _____

Signature

Print Name

Title

Date

PART I. COMPANY INFORMATION, ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, LICENSES, PROJECT CATEGORY SELECTION

Candidates shall complete all applicable questions below. In the case of Joint Ventures, the requirements of Parts I, II and IV apply to each Joint Venture partner individually.

A. Company Information

Home Office Location (City, State): _____

Name of Surety Company and Single Project Maximum Bonding Capacity:

Number of years your firm has been in business in California: _____

State your firm’s gross revenues for each of the last three years (Year/Gross Revenue):

B. Organizational Structure

For Firms that are Corporations:

Date incorporated: _____

Under the laws of what state: _____

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 of the corporation’s stock.

| Name | Position | Years with Company | % Ownership |
|------|----------|--------------------|-------------|
| | | | |
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| | | | |
| | | | |

Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

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

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

For Firms that are Partnerships or LLCs:

Date of formation: _____

Under the laws of what state: _____

Provide all the following information for each partner who owns 10 percent or more of the firm.

| Name | Position | Years with Company | % Ownership |
|------|----------|--------------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

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

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

For Firms that are Sole Proprietorships:

Date of commencement of business: _____

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

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

| Person’s Name | Construction Firm | Dates of Person’s Participation with Firm |
|---------------|-------------------|---|
| | | |
| | | |
| | | |
| | | |

For Firms that intend to bid as a Joint Venture:

Date of commencement of joint venture: _____

Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

| Name of Firm | % Ownership of Joint Venture |
|--------------|------------------------------|
| | |
| | |
| | |
| | |

Specify which firm will be the lead company in the Joint Venture.

C. History of the Business, Organizational Performance and Financial Information

- Has there been any change in ownership of the firm at any time during the last five years?
NOTE: A corporation whose shares are publicly traded is not required to answer this question.
 Yes No

If “yes,” explain on a separate signed page.

- How many years has your organization been in business in California, as a Contractor, under your present business name and license number? _____ Years

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
NOTE: Include information about other firms if one firm owns 50 percent 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” and a firm seeks to pre-qualify on the basis of the financial status or the experience of an affiliate or parent company, that affiliate or parent company will be required to provide an affidavit guaranteeing the contract performance of the pre-qualifying firm in every respect including indemnity.

4. A candidate must furnish a statement of financial position in accordance with either of the following options:
- a. Attach a copy of your firm's latest reviewed or audited financial statement with accompanying notes and supplemental information.
NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.
 - b. Attach a notarized statement from a bonding firm authorized to do business in the state of California. The statement must indicate the maximum bonding coverage the surety will issue on the applicant’s behalf for a single contract and shall also specify the total bonding that the surety will issue for all of the applicant’s work, including uncompleted contracts.
5. List your firm’s Experience Modification Rate (EMR) (California workers’ compensation insurance) for each of the past three premium years. Obtain a letter from your insurance carrier (or state fund if applicable) with your interstate EMR’s for the current year, the previous year, and the year prior to the previous year. If you do not have an interstate rating, obtain your intrastate EMR’s. Attach the letter as part of your response.
NOTE: An Experience Modification Rate is issued to your firm annually by your workers’ compensation insurance carrier.

Current year: _____

Previous year: _____

Year prior to previous year: _____

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

6. In the last five (5) years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
- Yes No

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

7. Has your firm been in bankruptcy any time during the last five (5) years?

Yes No

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

D. Key Personnel/Resumes

1. Attach an organizational chart of your project team for construction projects.
2. Provide the name of the Project Manager(s), Field Superintendent(s) and any other relevant personnel who will be assigned, and in direct charge, if your company is awarded a construction project by the City.
3. Provide resumes, including relevant experience, of the Project Manager(s) and Field Superintendent(s).

| | | | |
|------|----------------------|--------------------|-------------------|
| | Project Manager | | |
| Name | | Years with Company | Years in Function |
| | Project Manager | | |
| Name | | Years with Company | Years in Function |
| | Field Superintendent | | |
| Name | | Years with Company | Years in Function |
| | Field Superintendent | | |
| Name | | Years with Company | Years in Function |
| | Field Engineer | | |
| Name | | Years with Company | Years in Function |
| | Field Engineer | | |
| Name | | Years with Company | Years in Function |
| | Function | | |
| Name | | Years with Company | Years in Function |
| | Function | | |
| Name | | Years with Company | Years in Function |

E. Licenses

1. List all license numbers, classifications and expiration dates of the California Contractor licenses held by your firm.

| License No. | Class | Type | Category |
|-------------|-------|------|----------|
| | | | |
| | | | |
| | | | |

2. 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 Licensing Board (CSLB) records whom meet(s) the experience and examination requirements for each license.
-
-

3. Has your firm changed names or license numbers in the past five (5) years?

Yes No

If “yes,” explain on a separate signed page, including the reason for the change. List all names and all licenses used.

4. Has any owner, partner or officer (for corporations) of your firm operated a construction firm under any other name in the last five (5) years?

Yes No

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

5. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five (5) years?

Yes No

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

F. Project Category Selection

1. Check all Project Categories the applicant is applying for. For descriptions of project categories see Part III – Project Information.

Pipelines

Storage Tanks

Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical

Water Reclamation, Sewage Pump Station, Sewer System Mechanical

Water Well Drilling

Water Well Rehabilitation

PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Prospective bidders shall complete all questions below. Questions are pass/fail with criteria for passing listed for each question. In the case of Joint Ventures, the requirements of Parts I, II, and III apply to each Joint Venture partner individually. Bidders must pass all questions in order to be deemed qualified. If additional explanation is necessary, bidders shall provide information and reference the question being answered.

- 1. Is your firm bidding as the Prime Contractor?
 Yes No

If “no,” your firm is not qualified to bid.

- 2. Does your firm possess a valid and current General Engineering "A" or Specialty California Contractor’s license for the project or projects for which it intends to submit a bid?
 Yes No

If “no,” your firm is not qualified to bid.

- 3. Is your firm currently registered with the Department of Industrial Relations (DIR) and eligible to bid on public works contracts?
 Yes No

If “no,” your firm is not qualified to bid.

- 4. During the last five (5) years, has your firm been denied performance and payment bonds by a surety company because of the surety's determination that your firm has failed to perform adequately on an existing or prior project?
 Yes No

If “yes,” your firm is not qualified to bid.

- 5. Has your Contractor’s license been revoked or suspended at any time for more than 90 days in the last five (5) years, pursuant to Article 7 of the California Business and Professional Code (construction without a permit, failure to pay civil penalties or compliance with order or correction, etc.)?
 Yes No

If “yes,” your firm is not qualified to bid.

- 6. Within the last five (5) years, has a surety or the owner of a project completed or paid for the completion of a project on your behalf because your firm was terminated for cause by the owner?
 Yes No

If “yes,” your firm may not be qualified to bid (if applicable, provide additional information to explain your response).

7. At any time in the last five (5) years has your firm paid liquidated damages on two (2) or more construction contracts with either a public or private owner?

Yes No

If “yes,” your firm is not qualified to bid.

8. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, because of prevailing wage violations pursuant to either Labor Code section 1777.1 (contractor/subcontractor fraud on public works jobs) or Labor Code section 1777.7 (Apprenticeship Program violations)?

Yes No

If “yes,” your firm is not qualified to bid.

9. At any time during the last five (5) years, has your firm or any of its owners or officers been convicted of a crime involving the bidding, award or performance of a government contract?

Yes No

If “yes,” your firm is not qualified to bid.

10. At any time during the last five (5) years, has your firm or any of its owners or officers been found liable in civil or criminal court for false claims, material misrepresentation, dishonesty, theft, or fraud against a public entity?

Yes No

If “yes,” your firm is not qualified to bid.

11. In the last five (5) years has your firm, or any firm with which any of your firm's owners, principals or officers was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, from being awarded or from completing, any public work or government project for any reason?

NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held an ownership, principal, or management position, and which is listed in response to Part I, Section B.

Yes No

If “yes,” your firm is not qualified to bid.

12. Has state or federal OSHA cited and assessed penalties against your firm for any “willful” or “repeat” violations of its safety or health regulations in the past five (5) years, or any “serious” violations in the past two (2) years?

NOTE: A willful, serious or repeat citation properly appealed through OSHA is not considered to be a violation until the matter is closed and considered final by OSHA. The City still expects this information to be disclosed by the Candidate, with an

explanation and documentation showing that the matter is properly under appeal with OSHA and not considered closed or final.

Yes No

If “yes,” your firm is not qualified to bid.

13. Has the EPA or any Air Quality Management District, Regional Water Quality Control Board, local storm water management agency, or the Department of Toxic Substance Control cited and assessed penalties in excess of \$100,000 per incident against your firm due to your work in the past five (5) years?

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

Yes No

If “yes,” your firm is not qualified to bid.

14. Can your firm comply with and provide all insurance as defined in Attachment A, Insurance Requirements?

Limits will vary by project, but for the purposes of establishing a minimum coverage level, the following coverage levels shall be provided at a minimum:

| | <u>Per Occurrence</u> | <u>Aggregate</u> |
|---|-----------------------|------------------|
| General Liability | \$3 million | \$6 million |
| Bodily Injury/Property Damage/Personal Injury | \$3 million | \$6 million |
| Products/Completed Operations | \$3 million | \$6 million |
| Auto Liability | N/A | \$2 million |

Yes No

If “no,” your firm is not qualified to bid.

NOTE: Candidate shall furnish a statement indicating Candidate’s ability to provide the insurance set forth in Attachment A, Insurance Requirements. A Prequalified Candidate will be required to provide proof of insurance and required endorsements prior to award of contract for a specific project.

15. Does your firm currently have workers’ compensation insurance or state-approved self-insurance?

Yes No

If “no,” your firm is not qualified to bid.

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

- Yes No

If "yes," your firm is not qualified to bid.

17. Has your firm completed, as the Prime Contractor, at least three (3) water, sewer, and/or water reclamation projects, each exceeding \$500,000 in construction cost in the State of California within the last five years?

If Candidate is submitting for only Water Well Rehabilitation work, has your firm completed, as the Prime Contractor, at least three (3) water well rehabilitation projects, each exceeding \$50,000 in construction cost in the State of California within the last five years?

For the purposes of this question, water and/or wastewater projects are defined as projects involving potable water, reclaimed water, sewer collections, and/or water and wastewater treatment for a city, county, state agency, special district, or private utility.

- Yes No

If "no," your firm is not qualified to bid.

18. Is your firm currently in bankruptcy?

- Yes No

If "yes," your firm is not qualified to bid.

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

19. In the past five (5) years, has an owner filed two (2) or more separate claims against your firm, in a court of law or in an arbitration process, concerning your firm's work on a construction project?

- Yes No

If "yes," your firm is not qualified to bid.

20. In the past five (5) years, has your firm filed two (2) or more separate claims against an owner in a court of law or in an arbitration process, concerning work on a construction project or payment for a contract?

- Yes No

If "yes," your firm is not qualified to bid.

PART III. PROJECT INFORMATION

Project Information

Identify the type(s) of work for which your firm is seeking prequalification. Descriptions of each project category are provided below.

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Specialty Area Descriptions

In order to be considered for prequalification, your firm must clearly demonstrate compliance with the minimum qualifications described below for each project category for which your firm is seeking prequalification and complete the Project and Personnel Experience Requirements Questionnaire Part VI.

Pipelines

The firm shall demonstrate experience with construction of the following types of pipelines.

- Pressurized potable water, raw water, treated water, ground water, and reclaimed water transmission pipelines
- Pressurized potable water and reclaimed water distribution pipelines
- Gravity sanitary sewer collection system
- Pressurized sanitary sewer force mains

This experience shall include pipeline construction located within the public right-of-way, including paved arterial streets. This experience shall include, but not be limited to pipeline trenching, trench shoring, pipeline installation, backfill and compaction, pavement restoration, cathodic protection installation, appurtenance installation, traffic control, service lateral installation, connections, testing, flushing, disinfection, permit compliance, and erosion control. Construction of drainage facilities, such as storm drains and culverts, will not be accepted as qualifying experience for this project category.

Minimum Qualifications

As the Prime Contractor and within the last five years, the firm shall have completed construction of a minimum of 30,000 combined linear feet of 8-inch or larger diameter pipelines. Out of the 30,000 linear feet, the firm shall demonstrate a minimum of 10,000 linear feet of 8-inch or larger diameter pressure pipelines and a minimum of 10,000 linear feet of 8-inch or larger diameter sewer service. This combined experience shall be based upon any combination of the following pipeline materials including cement mortar lined and coated welded steel (AWWA C-200), ductile iron

(AWWA C-151), polyvinyl chloride (AWWA C-900, AWWA C-905, or ASTM D-3034), high density polyethylene (HDPE), and/or vitrified clay pipe (ASTM C-700). The firm shall have completed construction (or reached a minimum of 75% completion) of a minimum of three separate pipeline projects meeting the above minimum qualifications within the last five years. Reference projects demonstrating compliance with the above criteria shall be provided to be considered for prequalification for this project category.

Storage Tanks

The City has adopted AWWA D110 Type 1 pre-stressed concrete tanks for potable water, reclaimed water, and/or water reclamation storage and process as the City standard for storage tanks. The firm shall demonstrate experience with construction projects including buried and exposed AWWA D110 Type 1 pre-stressed concrete tanks for potable water, reclaimed water, and/or water reclamation storage and process.

Whereas, construction of an AWWA D110 Type 1 pre-stressed concrete tank requires specialty knowledge, skills and equipment to successfully perform construction, it is expected a team comprised of a combination of prime contractor, tank constructor, and pre-stressing contractor will bid and construct a pre-stressed concrete tank project. Constructing cast-in-place reinforced concrete tanks requires similar construction skills and experience and may count as 1/3 of the tank construction experience requirements towards prequalification as a prime contractor if coupled with a qualified, experienced tank constructor and pre-stressing subcontractor when bidding on a project per the project specific contract documents and technical specifications.

A prime contractor is defined as the firm in direct contractual relationship with the City, and who is responsible for all work performed on the project by the contractor's employees, subcontractors and suppliers.

A tank constructor is defined as the firm who constructs the tank other than pre-stressing installation, stress application, and shotcreting. A tank constructor may also be the prime contractor.

A pre-stressing subcontractor is defined as the firm who installs pre-stressing, performs stress application, and performs shotcreting operations and owns and/or operates stressing machines and automated shotcrete equipment.

Tank constructor and pre-stressing subcontractor qualifications and experience must be submitted at time of project bid as required per the project specific contract documents and technical specifications.

Prequalification as a Prime Contractor for Storage Tank construction projects does not prequalify the submitting entity as a tank constructor. The Prime Contractor must meet all project specific experience and qualification requirements for tank construction as outlined per the project specific contract documents and technical specifications, or team with a tank constructor sub-contractor who meets these qualifications and will be responsible for tank construction.

A tank constructor may be used as a subcontractor to perform the following work:

- Tank concrete forming
- Tank reinforcing steel installation
- Tank cast-in-place concrete
- Ancillary work associated with tank construction

A pre-stressing firm may be used as a subcontractor to perform the following work:

- Installs tank pre-stressing
- Performs stress application
- Installs shotcreting

Minimum Qualifications

Within the last ten years as the Prime Contractor/Tank Constructor, or as a Prime Contractor using a tank constructor sub-contractor to perform tank construction, the firm shall have completed construction (or reached a minimum of 75% completion) on at least three potable water, reclaimed water, and/or water reclamation storage and process Type 1 pre-stressed concrete storage tank projects of not less than five hundred thousand gallons each with the exception that one of the reference tanks may be a cast-in-place reinforced concrete tank where the candidate performed as the prime contractor and tank constructor. Reference projects demonstrating compliance with the above criteria shall be provided to be considered for prequalification for this project category.

Prime contractors who do not meet the above qualifications via self-performance (prime contractor was not the tank constructor on a minimum two AWWA D110 Type 1 tanks, but did manage as a prime contractor two AWWA D110 Type 1 storage tank construction projects), will be required to utilize a tank constructor sub-contractor that meets the minimum qualifications and experience requirements set forth in project specific contract documents and technical specifications. It should be noted prequalified candidates and/or tank constructors may be required to meet additional qualifications above and beyond the minimum qualifications listed above during specific project bids.

Water Treatment, Water Pump Station, Well Equipping, and Water System Mechanical

The firm shall demonstrate experience with construction of water treatment, water pump stations, well equipping, and water system mechanical projects at potable water, ground water, or raw water treatment facilities, potable and/or reclaimed water booster pumping stations, ground water wells, flow control facilities, pressure regulating facilities, or other construction activities requiring primarily site, structural, mechanical and electrical work on water and reclaimed water facilities. This experience shall include, but not be limited to treatment and process systems, filters, ion exchange, mechanical piping, valves, flow control, metering, pumps, electric motors, chemical feed and storage facilities, standby diesel generators, surge suppression facilities, air compressors, blowers, equipment installation, motor control centers, heating, ventilating and air conditioning, disinfection, masonry block buildings, cast-in-place concrete, pre-cast concrete structures, site work, fencing, and pavement installation or other related construction activities.

Minimum Qualifications

As the Prime Contractor and within the last five years, the firm shall have completed construction (or reached a minimum of 75% completion) of any combination of at least three mechanical or

process related projects at potable water, ground water, or raw water treatment facilities, booster pumping stations, ground water well, flow control, pressure regulating, or other water and/or reclaimed water mechanical projects. In order to be considered as an acceptable reference project, the following minimum capacities shall be demonstrated:

| | |
|---|--------------------------|
| Water Treatment | 1,000 gallons per minute |
| Booster Pumping Stations | 1,000 gallons per minute |
| Wellhead Equipping | 500 gallons per minute |
| Flow Control/Pressure Regulating Facility | 500 gallons per minute |

The firm shall have completed a minimum of three separate potable water or reclaimed water mechanical projects meeting the above minimum qualifications within the last five years. Reference projects demonstrating compliance with the above criteria shall be provided to be considered for prequalification for this project category.

Water Reclamation, Sewage Pump Station and Sewer System Mechanical

The firm shall demonstrate experience with construction of water reclamation facilities, sewage pump stations, or other construction activities requiring primarily mechanical work on water reclamation or sewer collection facilities. This experience shall include, but not be limited to, piping, pumping, flow control, metering, screening, grit removal, process control, aeration, sludge storage and processing, filters, solids, removal, flocculation, valves, electric motors, chemical feed and storage facilities, disinfection, standby diesel generators, surge suppression facilities, air compressors, blowers, odor control facilities, equipment installation, motor control centers, heating, ventilating and air conditioning, masonry block buildings, cast-in-place concrete, pre-cast concrete structures, site work, fencing, and pavement installation and other construction activities at water reclamation treatment or sewage pumping facilities.

Minimum Qualifications

As the Prime Contractor and within the last five years, the firm shall have completed construction (or reached a minimum of 75% completion) of any combination of at least two mechanical, process related, or sewage pumping projects at water reclamation, or sewage pumping facilities. In order to be considered as an acceptable reference project, the following minimum capacities shall be demonstrated:

| | |
|----------------------|------------------------|
| Sewage Pump Stations | 100 gallons per minute |
|----------------------|------------------------|

At least two reference projects demonstrating compliance with the above criteria shall be provided to be considered for prequalification for this project category.

Water Well Drilling

The firm shall demonstrate experience with construction of municipal water production wells. The experience shall include, but not be limited to pilot hole drilling, installation of noise abatement controls including sound attenuation walls, installation of conductor casing, installation of well

casing and screen, well development and test pumping, and storing and handling of test water in a manner satisfying National Pollutant Discharge Elimination System (NPDES) permits.

Minimum Qualifications

As the Prime Contractor and within the last five years, the firm shall have completed construction (or reached a minimum of 75% completion) of at least three municipal water production wells using the reverse rotary circulation drilling method. Reference projects demonstrating compliance with the minimum requirements shall be provided to be considered for prequalification for this project category.

Water Well Rehabilitation

The firm shall demonstrate experience with rehabilitation of municipal water production wells. The experience shall include, but not be limited to mechanical and chemical cleaning, pumping redevelopment and testing, and storing and handling of test water in a manner satisfying National Pollutant Discharge Elimination System (NPDES) permits.

Minimum Qualifications

As the Prime Contractor and within the last five years, the firm shall have completed rehabilitation (or reached a minimum of 75% completion) of at least three municipal water production wells using mechanical and chemical cleaning methods. Reference projects demonstrating compliance with the minimum requirements shall be provided to be considered for prequalification for this project category.

PART IV. REFERENCES

PROJECT EXAMPLES

Projects

Using the Project and Personnel Experience Requirements for Qualification Part VI questionnaire, you must submit information concerning completed or ongoing (at least 75% complete) projects performed by the Candidate in the last five years (ten years for storage tanks), and which demonstrates technical complexity in materials and in construction methods related to the project category for which you are seeking prequalification. The minimum number of projects to be submitted varies by project category, as set forth in Part III of this prequalification package.

A separate Part VI questionnaire must be submitted for each project category for which you are seeking prequalification. In the case of Joint Ventures, the requirements of Parts I, II, IV and Part VI apply to each Joint Venture partner individually. Projects directly related to the project category(ies) for which you are seeking prequalification are highly encouraged. Listing related projects beyond the minimum required (up to five projects maximum) is also highly encouraged. Fill out each project questionnaire in its entirety and include with the prequalification package.

References

Provide below contact information for each project submitted under Part VI requirements. The City will prepare and send the reference questionnaire to the listed references. The City reserves the right to seek additional information from any individual who has information about the listed projects. Provide additional reference forms if necessary.

Project #1

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #2

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #3

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #4

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #5

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #6

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #7

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #8

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #9

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Project #10

Project categories (check all that apply for this project)

- Pipelines
- Storage Tanks
- Water Treatment, Water Pump Station, Well Equipping, Water System Mechanical
- Water Reclamation, Sewage Pump Station, Sewer System Mechanical
- Water Well Drilling
- Water Well Rehabilitation

Project Name: _____

Owner: _____

Owner Contact (required):

Name (required): _____

Position (required): _____

Current E-Mail (required): _____

Current Phone (required): _____

Engineering Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Hydrogeology Firm (for Well Drilling and Rehabilitation): _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Construction Management Firm: _____

Name: _____

Position: _____

Current E-Mail: _____

Current Phone: _____

Release and Waiver

To effectuate the candid completion of information requested in the questionnaire referenced in this Part, you are required to execute and submit the attached Release and Waiver of Liability in favor of each individual furnishing information requested in the questionnaire.

The highest possible score per reference is 70 points. A question response of N/A will receive 5 points. If a contractor scores less than 35 points on any reference, the Candidate is not qualified to bid. If a contractor scores less than an average of 49 points for all references, the Candidate is not qualified to bid.

RELEASE AND WAIVER OF LIABILITY AGREEMENT

This Release and Waiver of Liability (hereinafter the “Release”) is entered into between the City of Corona and _____, a general contractor (hereinafter “General Contractor”).

RECITALS

- 1. The City of Corona has issued a Request for Prequalification Packages to establish a list of general contractors qualified to bid on certain City projects.
- 2. General Contractor has submitted a response to the City’s Request for Prequalification and has submitted reference projects and project owners as references for its qualifications.
- 3. The City seeks candid comments on the General Contractor’s performance on the listed projects from the owners and the owners’ representatives.

RELEASE AND WAIVER

General Contractor hereby fully and forever releases, exonerates, discharges, and covenants not to sue the City, its commissions and boards, officers and employees, and all individuals and entities furnishing comments on General Contractors’ performance from and for any and all claims, causes of action, demands, damages and any and all other liabilities of any kind or description, in law, equity, or otherwise arising out of information furnished about General Contractor’s performance on the projects.

INTENDED BENEFICIARIES

The City, its commissions and boards, officers and employees and all individuals and entities furnishing any information relating to General Contractor’s qualifications are intended beneficiaries of this Release and Waiver and are entitled to enforce its terms.

GENERAL CONTRACTOR
Authorized Representative

Dated: _____

THIS PAGE PROVIDED FOR INFORMATIONAL PURPOSES ONLY

REFERENCE QUESTIONNAIRE (for City’s distribution to Contractor References)

The City of Corona is undertaking a process to pre-qualify general contractors for selected construction projects.

The following general contractor: _____, has provided the City with the name of your organization and the following project: _____ as a reference regarding the Contractor’s experience and qualifications to perform work on City projects. The Contractor has signed a Release and Waiver of Liability form as to the information you provide, a copy of which is attached for your reference.

Please complete and return the questionnaire to: **Administrative Services Department, Purchasing Division, City of Corona, 400 South Vicentia Avenue, Suite 320, Corona, CA 92882, Attention: DWP Pre-qualification Services**

or send by e-mail to purchasing@coronaca.gov; and reference “DWP Pre-qualification Services” in the subject line.

Please give a brief description of the project; be sure to include the value of the project and the scope of work involved.

- a. On a scale of 1-10, with 10 being the best, did the Contractor perform the work safely and take seriously your [agency] [business] safety requirements and policies? (Max. 10 points) _____
- b. On a scale of 1-10, with 10 being the best, did the Contractor provide adequate equipment, personnel and supervision on the job? (Max. 10 points) _____
- c. On a scale of 1-10, with 10 being the best, did the Contractor provide timely submittals, reports, and other paperwork, including change orders and scheduling updates? (Max. 10 points) _____
- d. On a scale of 1-10, with 10 being the best, did the Contractor negotiate change orders fairly, proactively avoid or mitigate excessive cost of change orders, and develop innovative solutions to construction problems? (Max. 10 points) _____
- e. On a scale of 1-10, with 10 being the best, did the Contractor adhere to the project schedule that your [agency] [business] approved? (Max. 10 points) _____
- f. On a scale of 1-10, with 10 being the best, rate how the Contractor performed in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training, and taking care of warranty items? (Max. 10 points) _____
- g. On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall? (Max. 10 points) _____

PART V. EVALUATION CRITERIA

PRE-QUALIFICATION EVALUATION

Contractor's Name: _____

| | Evaluation Criteria | Required Rating | Actual Rating |
|----------|---|--|---|
| Part I | Company Information, Organization, History and Organizational Performance, Licenses | Submittal is Responsive and Candidate Possesses the Required Licenses | Responsive / Nonresponsive (circle one) |
| Part II | Essential Requirements for Qualification | Pass | Pass / Fail (circle one) |
| Sec. IV: | References | 49 points (avg) of all references Not less than 35 points from any single reference | _____ Points Pass / Fail (circle one) |
| Sec. VI: | Project and Personnel Experience Requirements (Each Project Category) | 70% of available points | _____ Points Pass / Fail (circle one) |

ATTACHMENT A
INSURANCE REQUIREMENTS

WORKERS' COMPENSATION INSURANCE

The Contractor shall provide, during the life of this Contract, workers' compensation insurance for all of the employees engaged in Work under this Contract, on or at the Project site, and, in case any of sublet Work, the Contractor shall require the subcontractor similarly to provide workers' compensation insurance for all the latter's employees as prescribed by State law. Any class of employee or employees not covered by a subcontractor's insurance shall be covered by the Contractor's insurance. In case any class of employees engaged in work under this Contract, on or at the Project site, is not protected under the Workers' Compensation Statutes, the Contractor shall provide or shall cause a subcontractor to provide, adequate insurance coverage for the protection of such employees not otherwise protected. The Contractor is required to secure payment of compensation to his employees in accordance with the provisions of Section 3700 of the Labor Code. The Contractor shall file with the City certificates of his insurance protecting workers. Company or companies providing insurance coverage shall be acceptable to the City, if in the form and coverage as set forth in the Contract Documents.

EMPLOYER'S LIABILITY INSURANCE

Contractor shall provide during the life of this Contract, Employer's Liability Insurance, including Occupational Disease, in the amount of, at least, one million dollars (\$1,000,000.00) per person per accident. Contractor shall provide City with a certificate of Employer's Liability Insurance. Such insurance shall comply with the provisions of the Contract Documents. The policy shall be endorsed, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement and contain a Waiver of Subrogation in favor of the City.

COMMERCIAL GENERAL LIABILITY INSURANCE

- a. Contractor shall procure and maintain during the life of this Contract and for such other period as may be required herein, at its sole expense, occurrence version Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products/completed operations if applicable, personal and advertising injury – which may arise from or out of Contractor's operations, use, and management of the Project site, or the performance of its obligations hereunder. Policy limits shall not be less than three million dollars (\$3,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Such policy shall comply with all the requirements of this Article. The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein

shall not be construed to relieve the Contractor from liability in excess of such coverage, nor shall it limit Contractor's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Contract Documents or law.

- c. Contractor shall make certain that any and all subcontractors hired by Contractor are insured in accordance with this Contract. If any subcontractor's coverage does not comply with the foregoing provisions, Contractor shall indemnify and hold the City harmless from any damage, loss, cost, or expense, including attorneys' fees, incurred by the City as a result thereof.
- d. All general liability policies provided pursuant to the provisions of this Article shall comply with the provisions of the Contract Documents.
- e. All general liability policies shall be written to apply to all bodily injury, including death, property damage, personal injury, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, under-ground excavation, removal of lateral support, and other covered loss, however occasioned, occurring during the policy term, and shall specifically insure the performance by Contractor of that part of the indemnification contained in these General Conditions, relating to liability for injury to or death of persons and damage to property. If the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, the City may require additional coverage to be purchased by Contractor to restore the required limits. Contractor may combine primary, umbrella, and as broad as possible excess liability coverage to achieve the total limits indicated above. Any umbrella or excess liability policy shall include the additional insured endorsement described in the Contract Documents.
- f. Such insurance shall comply with the provisions of FORM AND PROOF OF CARRIAGE OF INSURANCE section below.

AUTOMOBILE LIABILITY INSURANCE

Contractor shall take out and maintain at all times during the term of this occurrence version Contract Automobile Liability Insurance in the amount of, at least, one million dollars (\$1,000,000). Such insurance shall provide coverage for bodily injury and property damage including coverage for non-owned and hired vehicles, in a form and with insurance companies acceptable to the City. Such insurance shall comply with the provisions of FORM AND PROOF OF CARRIAGE OF INSURANCE section below.

BUILDERS' RISK/INSTALLATION FLOATER INSURANCE

- a. It is the Contractor's responsibility to maintain or cause to be maintained Builder's Risk ["All Risk"] extended coverage insurance on all work, material, equipment, appliances, tools, and structures which are a part of the Contract and subject to loss or damage by fire, and vandalism and malicious mischief, in an amount to cover 100% of the replacement cost. The City accepts no responsibility until the Contract is formally accepted by the

Governing Board for the work. The Contractor is required to file with the City a certificate evidencing fire insurance coverage.

- b. Provide insurance coverage on completed value form, all-risk or special causes of loss coverage.
 - 1) Insurance policies shall be so conditioned as to cover the performance of any extra work performed under the Contract.
 - 2) Coverage shall include all materials stored on site and in transit.
 - 3) Coverage shall include Contractor's tools and equipment.
 - 4) Insurance shall include boiler, machinery and material hoist coverage.
- c. It is the Contractor's responsibility to maintain or cause to be maintained Installation Floater coverage insurance for the completed value of the equipment installation with no coinsurance penalty provisions. City shall be named as loss payee as their interest may appear. The property installation floater shall provide for the improvement, remodel, modification, alteration, conversion or adjustment to existing buildings, structures, processes, machinery and equipment; and shall provide property damage coverage for any building, structure, machinery or equipment damaged, impaired, broken or destroyed during the performance of the Work, including during transit, installation and testing at the City's site.
- d. Provide insurance coverage on completed value form, all-risk or special causes of loss coverage.
 - 1) Insurance policies shall be so conditioned as to cover the performance of any extra work performed under the Contract.
 - 2) Coverage shall include all materials stored on site and in transit.
 - 3) Coverage shall include Contractor's tools and equipment.
- e. Contractor may combine with or include the Installation Floater coverage insurance in the Contractor's Builder's Risk policy.
- f. All such insurance shall comply with the provisions of the Contract Documents.

FORM AND PROOF OF CARRIAGE OF INSURANCE

- a. Insurance is to be placed with insurers which are satisfactory to the City and which meet either of the following criteria : (1) an insurer with a current A.M. Best's rating no less than A:VII and licensed as an admitted insurance carrier in California; or (2) an insurer with a current A.M. Best's rating no less than A:X and authorized to issue the required policies in California. Insurance deductibles or self-insured retentions must be declared by the Contractor and approved by the City.

- b. Contractor shall cause its insurance carrier(s) to furnish the City with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so in writing by the City Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. The City, its Directors and officers, employees, agents or representatives are named as Additional Insureds and Provide a Waiver of Subrogation in favor of those parties. Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that shall provide no less than thirty (30) days written notice be given to the City prior to any material modification or cancellation of such insurance, provided that if a thirty (30) days' notice of cancellation endorsement is not available, Contractor shall notify City of this unavailability in writing and shall forward any notice of cancellation to the City within two (2) business days from receipt by Contractor. In the event of a material modification or cancellation of coverage, the City may terminate or Stop Work pursuant to the Contract Documents, unless the City receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. Contractor shall not take possession, or use the Project site, or commence operations under this Agreement until the City has been furnished original Certificate(s) of Insurance and certified original copies of Endorsements or policies of insurance including all Endorsements and any and all other attachments as required in this Section. The original Endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.
- c. It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary, and the City's insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.
- d. The City reserves the right to adjust the monetary limits of insurance coverage's during the term of this Contract including any extension thereof-if in the City's reasonable judgment, the amount or type of insurance carried by the Contractor becomes inadequate.
- e. Contractor shall pass down the insurance obligations contained herein to all tiers of sub-contractors working under this Contract.