

# JOB ORDER CONTRACTORS PRE- QUALIFICATIONS PACKAGE

ISSUED ON  
[ISSUED DATE]

DUE ON  
[DUE DATE]

ISSUED BY  
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COUNTY OF SANTA CLARA

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## SECTION I.

### NOTICE OF REQUEST FOR PREQUALIFICATION OF PRIME CONTRACTORS

Notice is hereby given that the County of Santa Clara (County) has determined that contractors for future Job Order Contracting (JOC) construction projects with a minimum total contract of \$50,000 and a maximum total contract of \$11,972,873 for JOC Best Value and \$6,006,295 for JOC Low Bid. The County may or may not use the list of prequalified contractors to bid current and future JOC contracts for a period of one year from the date of the establishment of the JOC Prequalified List.

The construction projects authorized under the JOC Contracting program will vary in size and complexity, and may involve demolition, repair, or remodeling of existing buildings.

It is mandatory that all contractors who intend to respond to a JOC solicitation must first be approved by the County to be on the **JOC Prequalified List**.

**Prequalification Package is available on <https://www.periscopeholdings.com/s2g>, [BID NUMBER].**

The Prequalification Submittal shall include responses to questions contained in the attached Prequalification Questionnaire, and a notarized statement from the contractor's surety.

All Prequalification Submittals must be submitted electronically through Periscope Holdings (Periscope), <https://www.periscopeholdings.com/s2g>. Owner may **reject** all paper, email, or fax submissions. Submitters should allow adequate time to submit their responses electronically. Submission of responses may not be instantaneous due to internet connection. Contractors are solely responsible for ensuring their responses are completed and submitted electronically in <https://www.periscopeholdings.com/s2g> before the closing date and time.

**Submittal must be uploaded to Periscope before 3:00 p.m., on [DUE DATE].**

Each Prequalification Submittal must be signed under penalty of perjury in the manner designated in the attached Prequalification Questionnaire, by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate prior to award of the construction contract for the project, the contractor must immediately notify the County and provide updated accurate information in writing, under penalty of perjury. The County will not consider for prequalification determination a late or incomplete Prequalification Submittal.

By providing the Prequalification Submittal to the County, the contractor acknowledges and agrees that the County may:

- Verify and research all information submitted, including, but not limited to, consulting third party sources and/or sources of information not contained within the Prequalification Submittal;
- Conduct an independent investigation of the contractor's qualifications;
- Check with HCAI regarding contractor's past projects with HCAI;
- Check other sources of information regarding the contractor outside the scope of the Prequalification Submittal; and,
- Rescind or change its prequalification determination, based on subsequent evaluation or reevaluation of information provided to or obtained by the County prior to or after its prequalification determination.

The County's determination concerning contractor prequalification will be based on objective evaluation criteria. The County has the right to waive minor irregularities and omissions in the information contained in the contractor's Prequalification Submittal. Finding a contractor prequalified does not preclude the County from a further evaluation 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, i.e., is a responsible contractor.

Contractors that provide a Prequalification Submittal will be notified of the County's prequalification determination, if any, within approximately twenty-five (25) calendar days after the submission deadline date and time stated above. The County reserves the right to make no prequalification determination, including canceling the prequalification process.

**Following the review of Prequalification Submittals by the County, those contractors determined to be qualified will be notified under separate cover.**

## SECTION II. INTRODUCTION AND OVERVIEW

### A. Scoring

In accordance with Public Contract Code section 20101, a contractor wishing to respond to a solicitation by the County for a Job Order Contract during the stated time period is required to meet the following passing score:

**1) Section III, Part 2, “Essential Requirements”**

Contractor must receive a “Qualified” rating on all “Qualified/Not Qualified” questions.

**2) Section III, Part 3, “Scored Points”**

- **Non-HCAI:** Contractor must receive a minimum passing score of **104 points** out of a maximum possible score of **130 points**.
- **HCAI:** Contractor must receive a minimum passing score of **116 points** out of a maximum possible score of **145 points**.

**3) Section III, Part 4.2, Project References**

- Receive a minimum passing score of **160 points out of 200 points** on the Completed Projects.
- Receive a minimum passing score of **240 points out of 300 points** on the Completed Projects Interview Questions.

### B. Appeal Procedure

Upon conclusion of the prequalification process, the County will provide the contractor with a written notice of the County's **Qualification Determination**. If the contractor is found not qualified, the County will set forth the basis for the determination, including supporting evidence that has been received from others or adduced as a result of the County's investigation.

If the County determines that a contractor is not qualified, the contractor may appeal the County's determination. The appeal must be in writing and delivered to the County's Director of Facilities and Fleet (FAF) no later than five (5) business days from the date of the County's Prequalification Determination of the contractor. The appeal must be delivered to County of Santa Clara –Facilities and Fleet Department, 2310 North First, Suite 200, San José, CA 95131. The contractor's failure to file a timely appeal of the County's Prequalification Determination constitutes a waiver of any and all rights the contractor has to challenge the decision of the County, whether by administrative process, judicial process, or any other legal process or proceeding.

Upon receipt of a timely appeal, the County will schedule an informal hearing with the contractor and the Director of FAF or designee. The County will reasonably endeavor to conduct the informal hearing within ten (10) business days of the County's receipt of the contractor's written request. At the informal hearing, the contractor will be given the opportunity to rebut any evidence used as a basis for the County's Qualification Determination and to present evidence as to why the contractor should be determined prequalified. This informal hearing is not subject to the rules of evidence. Within five (5) business days after the conclusion of the informal hearing, the Director of FAF or designee will provide a written decision to the contractor. The Director of FAF or designee has discretion to extend the time for a written decision. The decision shall be final.

If the contractor chooses not to avail itself of this appeal process, the Qualification Determination will be adopted without further proceedings.

### C. Application of the California Public Records Act

The Prequalification Submittals and all information obtained by the County to verify or supplement the information provided in the Prequalification Submittals, including information obtained which are not public records and are not open to public inspection. All information provided will be kept confidential to the extent

permitted by law. However, the contents may be disclosed by the County to third parties for purpose of verification, or during the County's investigation of substantial allegations regarding Contractor's qualifications, or in an appeal hearing.

Pursuant to Public Contract Code section 20101, records of the names of contractors applying for prequalification status shall be public records subject to disclosure. The "Contact Information" page of the questionnaire will be used for that purpose.

#### **D. Bonding Capacity**

Contractors must provide a notarized statement from its surety company identifying the following:

- a) Name of bonding company/surety
- b) NAIC#
- c) Name of surety agent, address, and telephone number
- d) Statement that the surety is a California admitted surety and authorized to issue surety bonds in the State of California
- e) Statement that the Contractor's current bonding capacity is sufficient to satisfy the bonding requirements for contract award of up to \$3 million.

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

#### **E. Financial Statements**

Contractor must provide the latest copy of reviewed or audited financial statements with accompanying notes and supplemental information.

NOTE: Financial statements that are not either reviewed or audited are 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 statements.

#### **F. Contractor's License Requirement**

Contractor must possess a valid, active California State Contractors License Board Class "B" License.

**SECTION III.**

**PREQUALIFICATION QUESTIONNAIRE FOR JOB ORDER CONTRACTING**

**CONTRACTOR CONTACT INFORMATION**

**APPLYING FOR:**      ☐ HCAI                      ☐ NON-HCAI                      ☐ BOTH

Firm Name: \_\_\_\_\_  
(as it appears on Contractor's license)

Check One:      ☐ Corporation                      ☐ Partnership                      ☐ Sole Proprietorship

Owner(s) of Company \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**List all license numbers, classifications, and expiration dates of the California contractor licenses held by your firm:**

Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**PUBLIC WORKS CONTRACTOR (PWC) REGISTRATIONS PURSUANT TO DIVISION 2, PART 7, CHAPTER 1 (COMMENCING WITH SECTION 1720 OF THE CALIFORNIA LABOR CODE.)**

Public Works Contractor's Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Public Works Contractor's Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Public Works Contractor's Registration No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**THIS PAGE IS A PUBLIC RECORD**

## Part 1. ORGANIZATION AND STRUCTURE OF BUSINESS

### 1-1. For Firms That Are Corporations:

1. Date incorporated: \_\_\_\_\_

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

3. California Corporation # (if a CA Corp): \_\_\_\_\_

4. Other State Corporation #: \_\_\_\_\_

5. Type of Corporation:

Check One: ☐ C Corp. ☐ S Corp. ☐ LLC ☐ Other: \_\_\_\_\_

6. Federal Employer Identification Number: \_\_\_\_\_

7. Provide all the following information for each person who is either:

- An executive officer or board member of the corporation, or
- The owner of at least ten per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership

### 1-2. For Firms That Are Partnerships:

1. Date of formation: \_\_\_\_\_

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

3. Type of Partnership:

Check One: ☐ General ☐ Limited ☐ Other: \_\_\_\_\_

4. Provide all the following information for each partner who owns ten per cent or more of the firm.

Name	Position	Years with Co.	% Ownership

### 1-3. For Firms That Are Sole Proprietorships:

Date of commencement of business: \_\_\_\_\_

Name of company owner: \_\_\_\_\_

1-4. If any of your firm's California contractor'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 (CSLB) records.

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_

Name of Qualifying Individual: \_\_\_\_\_ License #: \_\_\_\_\_



## PART 2. ESSENTIAL REQUIREMENTS

- 2-1. Are the CSLB qualifying individual(s) listed in Part 1,1-2 above currently employed on a full- time basis by your firm?

☐ Yes      ☐ No      No = Not Qualified

- 2-2. Will your firm possess a valid, active California State Contractors License for the time period that a project may be bid on to prequalified contractors? Class B license required.

☐ Yes      ☐ No      No = Not Qualified

- 2-3. Is your firm able to obtain a general liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

☐ Yes      ☐ No      No = Not Qualified

- 2-4. Does your firm have a current Worker's Compensation insurance policy as required by the Labor Code, or is legally self-insured pursuant to Labor Code section 3700 *et seq.*?

☐ Yes      ☐ No      No = Not Qualified

- 2-5. Have you attached a notarized statement from a California admitted surety insurer (approved by the California Department of Insurance), and authorized to issue surety bonds in the State of California, which states that your current bonding capacity is sufficient for a project that may be bid up to \$3 million should this be required?

☐ Yes      ☐ No      No = Not Qualified

**The notarized statement must be from the surety company, not an agent or broker.**

- 2-6. Have you attached your latest copy of a **reviewed** or **audited** financial statement including the opinion letter, balance sheet, income statement, and accompanying notes?

☐ Yes      ☐ No      ☐ Exempt      No = Not Qualified

### NOTES:

1) A financial statement that is not either reviewed or audited is not acceptable.

2) A "No" answer to Question 2-6 will not be disqualifying if the contractor is exempt from complying with Question 2-6. Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is "no more than 25 per cent of the qualifying amount provided in Government Code 14837(d)(1)."

3) If the Prequalification Submittal states it is exempt from this requirement, please include documentation with the submittal that supports the exemption.

- 2-7. The County has entered into a Countywide Project Labor Agreement with the Santa Clara and San Benito Counties Buildings and Trades Council, that binds all contractors and subcontractors performing work to use a skilled and trained workforce. A copy of the agreement is attached hereto as **Exhibit A**. Do you agree to be bound by that project labor agreement?

☐ Yes      ☐ No      No = Not Qualified

2-8. Does your firm have a current Experience Modification Rate (EMR) (California Worker's Compensation insurance) average of **1.00 or less** for the most recent **two-year** period?

☐ Yes

☐ No

No = Not Qualified

2-9. At any time has your firm been **ineligible** to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

☐ No

☐ Yes

Yes = Not Qualified

### PART 3. SCORED QUESTIONS

Non-HCAI Questions 3-1 to 3-26 are valued at a score of 5 points per question for a total of 130 possible points.

HCAI Questions 3-1 to 3-29 are valued at a score of 5 points per question for a total of 145 possible points.

- 3-1. How many years has your organization been in business in California as a contractor under your present California contractor's license number? \_\_\_\_\_ Years

*3 years or more*

*4 years = 2 points*

*5 years = 3 points*

*6 years or more = 5 points*

- 3-2. Has any California State License Board (CSLB) license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been **suspended** within the last five years?

☐ No

☐ Yes

*No = 5 points, Yes = 0 points*

- 3-3. Has any California State License Board (CSLB) license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been **revoked** within the last five years?

☐ No

☐ Yes

*No = 5 points, Yes = 0 points*

- 3-4. At any time during the last five years, has the California Contractors State License Board (CSLB) found your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) guilty of a violation of the California State Contractors License Law constituting cause for disciplinary action?

☐ No

☐ Yes

*No = 5 points, Yes = 0 points*

- 3-5. Has your firm, or any of its owners, officers, or partners ever been found liable in a civil suit or arbitration, or found guilty in a criminal action, for making any **false claim or material misrepresentation** to any public agency or entity?

☐ No

☐ Yes

*No = 5 points, Yes = 0 points*

- 3-6. At any time during the last five years, has your firm, or any of its owners, officers, or partners ever been **convicted of a crime** involving any federal, state, or local law related to construction?

☐ No

☐ Yes

*No = 5 points, Yes = 0 points*

- 3-7. At any time during the last five years, has your firm or any of its owners, officers, or partners ever been

convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

☐ No ☐ Yes

No = 5 points  
Yes = 0 points

**3-8.** Is your firm currently the debtor in a bankruptcy case?

☐ No ☐ Yes

No = 5 points  
Yes = 0 points

**3-9.** Was your firm in bankruptcy any time during the last five years? (This question refers only to a bankruptcy action not referenced in answer to question 3-8, above).

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**3-10.** At any time in the last five years, has your firm been assessed liquidated damages pursuant to a construction contract?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**3-11.** In the last five years has your firm, or any firm with which any of your company's owners, officers or partners have been associated, been debarred, disqualified, removed or otherwise prevented from bidding or completing on, any government agency or public works project for any reason?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**NOTE:** "Associated with" refers to another construction firm in which an owner, partner, or officer of your firm held a similar position.

**3-12.** Has a surety firm completed a contract on your behalf within the last five (5) years?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**3-13.** At any time during the past five years, has any surety company made any payments on your firm's behalf or satisfied any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, or advanced funds on your firm's behalf in anticipation of receipt of future contract payments?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**3-14.** In the last five years, has your firm been denied an award of a public works contract based on a

finding by a public agency that your company was not responsible?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

- 3-15.** During the last five years, has your firm ever been denied bond credit by a surety company, or has there ever been a period of time when your firm had no surety bond in place when one was required?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

- 3-16.** In the last five years, has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful,” or “repeat” violations of its safety or health regulations?

☐ No ☐ Yes

No = 5 points, Yes = **Subtract** 5 points

**NOTE:** If you have filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not consider it in your response to this question.

- 3-17.** In the last five years, has the Federal Occupational Safety and Health Administration or CAL OSHA cited and assessed penalties against your firm?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**NOTE:** If you have filed an appeal of a citation and the appropriate appeals board has not yet ruled on your appeal, you need not consider it in your response to this question.

- 3-18.** In the last five years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm, or as a result of your firm's actions or inactions cited the owner of a project on which your firm was a contractor?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**NOTE:** If you have filed an appeal of a citation and it has not yet reached final adjudication, or if there is a court appeal pending, you need not include the citation in determining your response to this question.

- 3-19.** In 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?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

- 3-20.** In the last five years, has there been more than one occasion when your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**NOTE:** This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

- 3-21.** In the last five years, has there been more than one occasion when your firm was penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

- 3-22.** In the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

- 3-23.** In the last five years has your firm received any letters from the owner of "non-performance," "failure to perform," "failure to comply," "notice of default and request to cure," or any other similar letter alleging default relating to a construction contract?

☐ No ☐ Yes

No = 5 points, Yes = **Subtract** 5 points

If the answer is "Yes," state how many time(s): \_\_\_\_\_

- 3-24.** In the last two years has your firm received one or more stop payment notices from a subcontractor or subcontractors the aggregate of which exceeds \$500,000?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

- 3-25.** In the last two years has your firm ever been assessed a notice of violation of the Subletting and Subcontracting Fair Practices Act (also known as "Subcontractor Listing Law"), whether or not your firm was assessed a penalty in relation to same?

☐ No ☐ Yes

No = 5 points, Yes = **Subtract** 5 points

- 3-26.** In the last two years has your firm ever been named a party in a lawsuit where your firm was alleged to have breached a construction contract and/or performed deficient work?

☐ No ☐ Yes

No = 5 points, Yes = 0 points

**PART 3A. SCORED QUESTIONS FOR HCAI**

- 3-27.** Do you currently have on your staff at least two superintendents who have been the superintendent for at least three completed HCAI/OSHPD 1 projects and who will be available for all assigned work on County of Santa Clara Health System (CSCHS) job orders?

☐ Yes ☐ No

Yes = 5 points, No = 0 point

- 3-28.** Do you currently have on your staff at least two project managers who have been the project manager for at least three completed HCAI/OSHPD 1 projects and who will be available for all assigned to work on CSCHS job orders?

☐ Yes ☐ No

Yes = 5 points, No = 0 point

- 3-29.** Does your firm have a minimum of five (5) years' experience in completing construction projects in HCAI/OSHPD 1 facilities?

☐ Yes ☐ No

Yes = 5 points, No = 0 point

## PART 4A. PROJECTS REFERENCES FOR NON-HCAI QUALIFICATION

Contractors must provide references and information for five (5) facility renovation projects completed within the last five (5) years. The projects submitted must consist of remodeling of an existing space with a minimum contract value of \$50,000 or involving an area of a minimum of 1,000 SF or more, for each project. **References may not be from the County of Santa Clara.**

**To become prequalified for non-HCAI projects, at least two (2) of the 5 projects must be projects in a correctional facility.**

**Duplicate this and the following page and use as the information and score sheets for each project.  
Contractor must submit five (5) completed projects.**

### 4A-1. PROJECT INFORMATION

Agency Name: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Description of the project & scope of work performed (indicate if this was a Job Order Contract project):

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Total Project Value: \_\_\_\_\_  
(including Supplemental Job Orders or Change Orders)

Original Scheduled Completion Date: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Contractor may provide additional information on value of construction or schedule on a separate sheet of paper if desired.

### 4A-2. SIMILAR PROJECT SCORE SHEET

Project Name: \_\_\_\_\_

**Similar Feature 1:** Construction of interior improvements or renovation at an occupied commercial, correctional, or institutional facility.

☐ Yes (5 points)      ☐ No (0 points)      Points \_\_\_\_\_

**Similar Feature 2:** Construction of interior improvements or renovation at an occupied HCAI/OSHPD 3 medical office building or medical clinic facility. (Building Permit by the local jurisdiction.)

☐ Yes (5 points)      ☐ No (0 points)      Points \_\_\_\_\_



**Similar Feature 3:** Construction involving Class III or Class IV Infection Control barriers and protocols.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 4:** HVAC, plumbing, and/or electrical systems at a correctional or HCAI/OSHPD 3 facility.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 5:** Construction involving structural repair/retrofit or seismic anchorage work.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 6:** Construction (including any changes) completed per the owner's approved schedule.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 7:** Construction involving equipment installation at a commercial or correctional or an HCAI/OSHPD 3 facilities.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 8:** Utilities systems at a commercial, correctional or HCAI/OSHPD 3 facility.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Total Score (40 points possible)**

**Total Points** \_\_\_\_\_

**4A-3. REFERENCE OWNER/AGENCY REPRESENTATIVES** (Person(s) who can answer interview questions below). **References must not be from the County of Santa Clara.**

Owner/Agency Contact (Full Name and Title): \_\_\_\_\_

Current Email and Phone No.: \_\_\_\_\_

**Architect Information**

Firm Name: \_\_\_\_\_

Representative Full Name and Title: \_\_\_\_\_

Current Email and Phone No.: \_\_\_\_\_

**Construction Manager or Inspector of Record Information**

Firm Name: \_\_\_\_\_

Representative Full Name and Title: \_\_\_\_\_

Current Email and Phone No.: \_\_\_\_\_

**REFERENCE INTERVIEW QUESTIONS**

The following questions will be used to interview randomly selected contacts from at least five completed projects. The County will conduct the interviews. No action on the contractor's part is necessary. These questions are included on the package given to the contractor for information only. Each question is valued at 10 points each for a total of 100 possible points. **Contractors are encouraged to include more than the minimum number of references, as well as contact their references to notify them of a potential reference interview with the County. No points will be given if the County is unable to make contact with the reference, and/or the reference does not respond to the County's request for a reference interview.**

Please give a brief description of the project.

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1. On a scale of 1-10, with 10 being the best, did the contractor provide adequate and qualified personnel and supervision.
2. On a scale of 1-10, with 10 being the best, was the contractor timely in providing cost proposals and valid cost proposals?
3. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your organization approved?
4. On a scale of 1-10, with 10 being the best was the contractor able to find qualified reputable subcontractors in a timely manner?

5. On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of reasonable cost proposals and time estimates to perform change order work.
6. On a scale of 1-10, with 10 being the best, was the contractor competent with the use of the Construction Task Catalog (CTC) in creating accurate cost proposals.
7. 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.
8. On a scale of 1-10, with 10 being the best, rate how has the contractor been performing in the area of turning in Daily Reports.
9. On a scale of 1-10, with 10 being the best, rate how has the contractor been performing in the area of attending meetings and being prepared to answer questions.
10. On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall?

## PART 4B. PROJECTS REFERENCES FOR HCAI QUALIFICATION

Contractors must provide references and information for five (5) facility renovation projects completed within the last five (5) years. The projects submitted must consist of remodeling of an existing space with a minimum contract value of \$50,000 or involving an area of a minimum of 1,000 SF or more, for each project. **References may not be from the County of Santa Clara.**

**To become prequalified for HCAI projects, at least three (3) of the 5 projects must be projects under the jurisdiction of HCAI in an HCAI/OSHPD 1 facility.**

**Duplicate this and the following page and use as the information and score sheets for each project.  
Contractor must submit five (5) completed projects.**

### 4B-1. PROJECT INFORMATION

Agency Name: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Location: \_\_\_\_\_

Description of the project & scope of work performed (indicate if this was a Job Order Contract project):

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Total Project Value: \_\_\_\_\_

(including Supplemental Job Orders or Change Orders)

Original Scheduled Completion Date: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Contractor may provide additional information on value of construction or schedule on a separate sheet of paper if desired.

### 4B-2. SIMILAR PROJECT SCORE SHEET FOR HCAI SUBMISSION

Project Name: \_\_\_\_\_

**Similar Feature 1:** Construction of interior improvements or renovation at an occupied HCAI/OSHPD 1 acute care hospital or commercial or correctional facility.

☐ Yes (5 points)      ☐ No (0 points)      Points \_\_\_\_\_

**Similar Feature 2:** Construction of interior improvements or renovation at an occupied HCAI/OSHPD 3 medical office building or medical clinic facility. (Building permit by the local jurisdiction.)

☐ Yes (5 points)      ☐ No (0 points)      Points \_\_\_\_\_

**Similar Feature 3:** Construction involving Class III or Class IV Infection Control barriers and protocols.

☐ Yes (5 points)      ☐ No (0 points)      Points \_\_\_\_\_

**Similar Feature 4:** HVAC, plumbing, and/or electrical systems work at an HCAI/OSHPD 1 facility.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 5:** Construction involving structural repair/retrofit or seismic anchorage work.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 6:** Construction (including any changes) completed per the owner's approved schedule.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 7:** Construction involving equipment installation at a commercial, correctional, or a HCAI/OSHPD 1, 2 or 3 facilities (HCAI project, i.e., diagnostic/medical equipment installation or replacement such as CT scanners, linear accelerators or x-ray equipment).

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Similar Feature 8:** Utilities systems work at a HCAI/OSHPD 1, 2 or 3 facilities.

☐ **Yes (5 points)**      ☐ **No (0 points)**      **Points** \_\_\_\_\_

**Total Score (40 points possible)**

**Total Points** \_\_\_\_\_

**4B-3 REFERENCE OWNER/AGENCY REPRESENTATIVES** (Person(s) who can answer interview questions below). **References must not be from the County of Santa Clara.**

Owner/Agency Contact (Full Name and Title): \_\_\_\_\_

Current Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Architect Information**

Firm Name: \_\_\_\_\_

Representative Full Name and Title: \_\_\_\_\_

Current Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Construction Manager or Inspector of Record Information**

Firm Name: \_\_\_\_\_

Representative Full Name and Title: \_\_\_\_\_

Current Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**REFERENCE INTERVIEW QUESTIONS**

The following questions will be used to interview randomly selected contacts from at least five completed projects. The County will conduct the interviews. No action on the contractor's part is necessary. These questions are included on the package given to the contractor for information only. Each question is valued at 10 points each for a total of 100 possible points. **Contractors are encouraged to include more than the minimum number of references, as well as contact their references to notify them of a potential reference interview with the County. No points will be given if the County is unable to make contact with the reference, and/or the reference does not respond to the County's request for a reference interview.**

First, please give a brief description of the project.

\_\_\_\_\_

1. On a scale of 1-10, with 10 being the best, did the contractor provide adequate and qualified personnel and adequate supervision.
2. On a scale of 1-10, with 10 being the best, was the contractor timely in providing cost proposals and valid cost proposals?
3. On a scale of 1-10, with 10 being the best, did the contractor adhere to the project schedule that your organization approved?
4. On a scale of 1-10, with 10 being the best was the contractor able to find qualified reputable subcontractors in a timely manner?

5. On a scale of 1-10, with 10 being the best, rate the contractor on the timely submission of reasonable cost proposals and time estimates to perform change order work.
6. On a scale of 1-10, with 10 being the best, was the contractor competent with the use of the Construction Task Catalog (CTC) in creating accurate cost proposals.
7. 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.
8. On a scale of 1-10, with 10 being the best, rate how has the contractor been performing in the area of turning in daily reports.
9. On a scale of 1-10, with 10 being the best, rate how has the contractor been performing in the area of attending meetings and being prepared to answer questions.
10. On a scale of 1-10, with 10 being the best, how would you rate the quality of the work overall?

## **PART 5. CERTIFICATION**

I, the undersigned, certify and declare that I have read all the foregoing responses to this Prequalification Questionnaire for the County of Santa Clara and know the contents. The matters stated in the questionnaire responses 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 true and correct.

I, the undersigned, certify and declare that I am duly authorized and have the legal authority to bind the contractor on whose behalf I am signing.

**Company Name**

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**Representative Full Name and Title**

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**Date**

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