

**SOLEDAD UNIFIED SCHOOL DISTRICT
PREQUALIFICATION INFORMATION FOR
PROSPECTIVE PRIME CONTRACTORS**

_____, 2024

I. BACKGROUND AND OVERVIEW

Pursuant to Public Contract Code section 20111.6, the Soledad Unified School District ("District") is prequalifying prime contractors (referred to herein as "prime contractors") to perform construction work on either lease-leaseback projects or projects using funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 or any funds received, including funds reimbursed, from any future state school bond for a public project that involves a projected expenditure of one million dollars (\$1,000,000) or more. As a condition of being awarded a contract to perform any of the construction work on the aforementioned projects, the District requires prospective prime contractors to: (1) complete a prequalification questionnaire on the form supplied by the District as **Exhibit "A"** attached hereto ("Prequalification Questionnaire"); and (2) provide financial information to the District (collectively, the Prequalification Questionnaire and financial information are referred to as the "Prequalification Package").

Once the prequalification process is complete, the District will notify the prime contractors whether they meet the prequalification requirements. Prequalification will be valid for one (1) calendar year following the date of initial prequalification. Prime contractors who are prequalified must update prequalification forms as their status or information changes.

The District reserves the right to: (1) request that prime contractor(s) update prequalification forms at any time; (2) revoke, rescind, and/or reuse the prequalification status of a prime contractor; and/or (3) use some or all of the information provided in the Prequalification Package for evaluation purposes.

The District will only enter into an agreement with a prime contractor who has been prequalified by the District.

II. PREQUALIFICATION PROCESS

The following process will govern the conduct of prime contractor prequalification for the aforementioned projects. A prime contractor who submits a complete Prequalification Package thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

A. Submittal. On or before _____, 2024, before 2:00 p.m. all prospective prime contractors who wish to qualify for work on the Project shall submit a Prequalification Package in a sealed envelope to:

Soledad Unified School District
Attn: Mr. Eric Rodriguez, Director of MOTF
335 Market Street, Soledad, CA 93960
"Prime Contractor Prequalification Response"

The District reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole discretion.

For information regarding the prequalification process, please email John Dominguez at john@schoolsitesolutions.com.

B. Form. Each prime contractor shall fully complete the Prequalification Package and timely submit all documents as indicated therein. Prime contractor must use the prequalification forms specified by the District to meet these requirements. Prime contractor shall submit one (1) completed Prequalification Package with required attachments in hard copy format (i.e., 8-1/2" x 11" paper) in a sealed envelope as indicated above. Incomplete Prequalification Packages will be considered nonresponsive and disregarded.

C. District's Review. Information submitted in the Prequalification Package shall not be public information and shall not be open to public inspection, to the extent permitted by law. Prime contractors that have submitted a Prequalification Package shall receive written notification of their prequalification status. The District reserves the right, in its sole discretion, to reject any or all Prequalification Packages or to waive irregularities in any Prequalification Package received.

D. Addenda. Any addenda issued by the District will be faxed, mailed, or sent by messenger service to all prime contractors known to the District to have received this Prequalification Information form and who have provided a complete and legible physical address, telephone number, fax number, and email address for receipt of addenda. The receipt of all addenda must be acknowledged on the prime contractor's Prequalification Questionnaire.

E. Nonresponsiveness. A prime contractor's Prequalification Package shall be deemed nonresponsive if:

1. Prime contractor does not provide all requested information.
2. The Prequalification Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the prime contractor on whose behalf they are signing.

F. Incomplete, Misleading or Inaccurate Information. A prime contractor's Prequalification Package shall be rejected if:

1. Any information provided by the prime contractor is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported).
2. Any information contained in the Prequalification Package is not updated under penalty of perjury when it is no longer accurate.

Even after a prime contractor has been prequalified, the District reserves the right to revoke that determination at any subsequent time, to terminate any contract awarded, and to cease making payments if it subsequently determines that any information provided by the prime contractor in its Prequalification Package, or any updates thereto, was incomplete, misleading, or inaccurate in any material manner.

III. QUALIFICATION CRITERIA

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

1. Licensure. The prime contractor shall hold a current, active license that has been consistently active for at least five (5) years and that has not been suspended or revoked.

2. Registration. The prime contractor shall be currently registered as a Public Works prime contractor with the Department of Industrial Relations.

3. Disqualification. The prime contractor shall not have been disqualified, debarred, forbidden, or found non-responsible, or otherwise prohibited, from performing work for and/or bidding on work for any school district or other public agency within the State of California for the past five (5) years.

4. Insurability. The prime contractor shall demonstrate that it holds the insurance as indicated in the Prequalification Package.

5. Bonding Capacity. The prime contractor shall demonstrate that it provide a ten percent (10%) bid bond, a hundred percent (100%) payment bond, and a hundred percent (100%) performance bond, each issued by a surety admitted and authorized to transact business as a surety in California.

6. Violations of Regulations or Laws. The prime contractor, or any of its owners or officers, shall not have been convicted of a crime involving the bidding, award or performance of a contract of a government construction project or fraud, theft, or any other action of dishonesty within the past five (5) years.

B. Other Criteria

As stated above, each prime contractor must satisfy all of the Essential Criteria, regardless of its ranking or ability to meet other criteria or the prime contractor will not prequalify.

The Prequalification Questionnaire contains questions for which a numerical score will be given for specific answer(s). A prime contractor must receive a minimum number of points, regardless of its ability to meet other criteria, or the prime contractor will not prequalify to perform work on this Project. Even if a prime contractor meets the Essential Criteria and receives at least the minimum number of points, the District reserves the right to disqualify that prime contractor on other grounds.

The District will use some or all of the following criteria in qualifying each prime contractor. The District reserves the right to modify the following criteria and to add or delete criteria at its sole discretion at any time prior to opening the Prequalification Package(s).

1. Previous Experience. The prime contractor shall demonstrate experience working on school or community college district projects approved by the Division of the State Architect ("DSA"), including the following:

a. Previous or current contracts for similar types of modernization projects that demonstrate equivalent quality design, detailing, finishes and construction.

b. Experience in managing projects of similar scale and complexity with strict budget and schedule compliance.

2. Business History. The prime contractor has a history of having continuously been in business as a licensed contractor.

3. Workers' Compensation Experience Modifier. The District will consider the prime contractor's workers' compensation experience modification rate for the past three (3) years.

4. Financial Strength. The prime contractor shall demonstrate its financial ability to undertake and complete the Project.

IV. APPEALING A QUALIFICATION FINDING

A prime contractor may appeal the District's decision. If a prime contractor decides to appeal the District's qualification decision, it shall follow this procedure:

A. Prime contractor shall submit, in writing, within three (3) working days from notification, a request for a written response from the District to explain any aspect of the District's determination.

B. Within three (3) working days from receipt of the District's written response to the prime contractor's request, prime contractor may submit, in writing, a request for a meeting with the District's staff. Prime contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the prime contractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.

EXHIBIT "A"

Prequalification Questionnaire