



REQUEST FOR QUALIFICATIONS

SAN MATEO COUNTY EVENT CENTER

REDWOOD HALL RESILIENCY CENTER AND KITCHEN

DESIGN BUILD SERVICES

Statement of Qualifications Due Date & Time:

2:00 P.M. October 11, 2024

Submittal Location

Submittals will be received through the Site: BIDS@jcmevents.us

Contact: Jim Mercurio
650-642-4909
jim@jcmevents.com

OVERVIEW

REQUEST FOR QUALIFICATIONS: REDWOOD HALL RESILIENCY CENTER AND KITCHEN DESIGN BUILD SERVICES FOR THE SAN MATEO COUNTY EVENT CENTER

The purpose of this Request for Qualifications (RFQ) is to seek Statements of Qualifications (SOQ) from Design Build Entities interested in providing design build services for the Redwood Hall Resiliency Center and Kitchen Project (Project) for the San Mateo County Event Center (SMCEC).

It is the intent of the SMCEC to solicit Proposals from the three most highly qualified Design-Build Entities for the project and to contract with the Design-Build Entity that can clearly demonstrate the Best Value to the SMCEC for the Project, described in detail below.

A representative from the Design-Builder **should attend a mandatory conference** to discuss the RFQ and the delivery process. This conference will be held at the SMCEC, located at 2495 South Delaware, San Mateo, CA 94403 (Delaware Street Entrance) on **September 20, 2024, at 11:00 AM**.

Qualified firms are invited to submit an electronic version of their SOQ via email to BIDS@jcmevents.us by the SOQ Due Date and Time and on the forms provided here within.

This RFQ does not commit the SMCEC to award a contract, or agreement or pay any costs incurred in the preparation of the response or for conference attendance by Respondents. The SMCEC reserves the right to accept all or part of any response or to cancel in part or entirely this RFQ.

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Statement of Qualifications

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To preserve uniformity and to facilitate the award, SOQs should be complete and concise and include all information requested in the order specified and on the forms.

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the SMCEC will receive **electronic bid submissions** for the following named Project. Submissions will be received up to, but not later than, the deadline listed below.

Project Name: **SAN MATEO COUNTY EVENT CENTER – REDWOOD HALL RESILIENCY CENTER
AND KITCHEN**
RFQ Type: DESIGN BUILD SERVICES
RFQ Deadline: **October 11, 2024, at 2:00 p.m. (PST)**

Pre-Qualification Meeting:

Mandatory Pre-Qualification Meeting on Friday, September 20, 2024, beginning promptly at **11:00 AM (PST)**

Location: SMCEC, located at 2495 South Delaware, San Mateo, CA 94403 (Delaware Street Entrance)

Overall Budget: \$11,000,000 - \$13,000,000

The bid and contract documents will be available August 27, 2024, and all questions and electronic submissions must be submitted electronically by the specified date and time noted above via BIDS@jcmevents.us. Only Bid Proposals submitted at or prior to the date and time set forth above shall be considered. Incomplete, inaccurate, or untrue responses or information provided therein by a bidder shall be grounds for the SMCEC to reject such submissions for non-responsiveness.

More information regarding this project may be found at the websites listed above or by contacting BIDS@jcmevents.us.

Advertise: August 29, 2024

RFQ INFORMATION

1. RFQ Information

a. Key Dates:

RFQ Issuance	August 27, 2024
Mandatory Pre-Qualification Conference	September 20, 2024 at 11:00 AM
RFQ Question from Respondents Due Date	September 25, 2024
SMCEC Date of Response to Questions	September 30, 2024
Due Date for Statement of Qualifications	October 7, 2024
Estimated Date of Short-Listed Firms	October 11, 2024

b. Contacts:

Contact: Jim Mercurio
650-642-4909
BIDS@jcmevents.com.

c. Documents:

These RFQ documents and any subsequent Addenda are available only from [RFP's \(smcec.co\)](#).

2. Requirements for a Complete Proposal

SUBMITAL LETTER

SOQ, including any appendices

REQUIRED FORMS as listed in Table of Contents. Execute all forms and scan into one file as a general attachment for upload to BIDS@jcmevents.us.

SUBMIT SOQ DOCUMENTS TO BIDS@jcmevents.us. Paper submittals will not be accepted.

3. Project Overview:

The SMCEC was awarded \$7,250,000.00 by the California Department of Food and Agriculture Community Resilience Centers (CRC) for the construction of the Project. Additional matching funds are being provided by the County of San Mateo in the amount of \$4,250,00.00 and the SMCEC in the amount of \$1,500,000.00. Project costs are projected to total approximately \$13,000,000.00.

The Project entails improvements and expansion of the SMCEC's Redwood Hall, which is undergoing a full replacement of the slab on grade foundation within the existing footprint, and a retrofit and upgrade of the structure to current earthquake standards and Class 4 structural metric. The Project will add to Redwood Hall office space, two gender-neutral restrooms, and a 6,700 sf Community Kitchen, for daily food service, providing up to 2,000 additional meals during emergencies.

Specifically, the existing 14,000 sf Redwood Hall will be expanded to the west by 6,700 sf to accommodate emergency response sheltering and a community (commercial) kitchen and pantry space to provide large capacity food services. Project should include all necessary fire life-safety systems, including an appropriately sized Ansul System, sizeable commercial grade walk-in refrigerator and separate walk-in freezer.

The existing underground stormwater system at SMCEC serving Redwood Hall will be redesigned and realigned to accommodate flows and ground-mounted HVAC systems will be installed. Furthermore, the existing concrete and entry doors at Redwood Hall will be removed and replaced with new openings in the concrete tilt-up panels, as well as with the addition of a new canopy structure.

Additionally, automatic doors for access and egress of the Redwood Hall, community kitchen, and exit doors will be constructed. Finally, a fire sprinkler system and fire alarm system will be designed and installed in the new and upgraded areas, along with electrical upgrades and an LED lighting system.

The Project directly aligns with the expressed goals of the funding and will build local and regional resilience in San Mateo County by providing vital infrastructure upgrades and critical response and resiliency functions for the most vulnerable populations in the County. The funding awarded will be used to improve and enhance structural components of existing structures and provide critical programming to strengthen community resiliency.

Specifically, the SMCEC, which is a designated Emergency Operations Center, is accessible to all community members and is a known community asset and community hub. San Mateo County, SMCEC, and Samaritan House are partnering for the expansion of Samaritan House's Food & Nutrition Program, which aims to advance economic mobility and food equity through access to food services, case management, and nutritional security for thousands of underserved, food-insecure individuals, families, children, and seniors. Samaritan House is operating at an existing location, is serving at record levels, and is ready to expand daily operations to meet the need for hot meals and drive-through food service as soon as construction is complete.

Insurance and form of contract will be included in the Request for Proposals (RFP) documents.

4. Project Delivery Overview

Procurement method will be a best value, Guaranteed Maximum Not to Exceed, Design-Build procurement method. The three highest scoring RFQ Respondents will receive a RFP to engage with the SMCEC on the Project initiation phase / programming phase and complete schematic design, design development, construction documentation, and construction of the Project. The RFP will be a competitive process for the SMCEC's selection of a Design Builder.

The SMCEC will award a single contract to the selected Design Builder to deliver the Project. The selected Design Builder will be the single point of contact and have contractual responsibility for all services.

The RFP scoring will be based partially on a quote of fees to complete the Project. After the Design Builder is selected, the design will progress in a collaborative manner leading to a negotiated Guaranteed Maximum Price (GMP) at the end of the Design Development Phase.

Each prospective Design Builder must provide a complete, responsive SOQ package with all required attachments and any other supplemental information. Submission of an incomplete and /or unclear SOQ could result in a determination that the prospective Design Builder is nonresponsive.

5. Scope of Work

The SMCEC is seeking to prequalify a short list of Design Builders. The work to be performed by the Design Builder will be specified in the RFP and design-build contract documents. Services will include, without limitation, the following:

1. Review existing documents, performance criteria and standards, sustainability goals, preferred systems, schedule, and cost estimate.
2. Collaborate with the SMCEC's project team throughout all design phases to deliver a high-quality project.
3. Develop design deliverables per the SMCEC requirements.
4. Provide cost estimates at the end of each design phase and final fixed price (GMP), which will include construction and owner's contingencies.
5. Review and confirm the initial budget and provide continuous cost management to assure the schematic and final design of the Project remains within budget.
6. Commit to a GMP at the completion of Construction Document Development.
7. Provide Quality assurance and control during preconstruction and construction phases of the Project.
8. Procure all agency reviews, peer reviews, and local agency approvals as required.
9. Provide construction planning, phasing, scheduling, site logistics, and safety plan during design and through construction completion.
10. Develop and maintain a schedule that incorporates tasks and approvals necessary to complete the Project within the contract duration.
11. Develop specialty trade bid packages.
12. Comply with prevailing wage laws and requirements, as well as requirements of authorities having jurisdiction over the Project.
13. Develop project design, construct, monitor, and submit all associated paperwork to meet all Title 24 requirements and exceed Title 24 Part 6 by .05%.

6. Instructions for Submittal of Statements of Qualification (SOQ)

a. SOQ Documents

This RFQ and all subsequent documents must be obtained from the [RFP's \(smcec.co\)](http://smcec.co) website.

b. Addenda

The SMCEC may issue Addenda clarifying or interpreting or making changes to the RFQ and/or the RFQ process. Such Addenda shall form part of the RFQ. It is the Bidder's responsibility to assure that they receive any Addenda that are issued.

The SMCEC will post all Addenda on [RFP's \(smcec.co\)](http://RFP's (smcec.co)) with the RFQ.

c. Questions

All questions must be submitted by email to: BIDS@jcmevents.us. Questions must be received by the date noted under "Key Dates." Answers will be researched and posted as Addenda on [RFP's \(smcec.co\)](http://RFP's (smcec.co)).

d. Contacts

Questions regarding the substance of the RFQ must be posed one at a time through the Q&A portion of the Project folder to be answered via Addenda.

e. Forms

All items on all forms should be filled out completely. Numbers should be stated in figures and signatures of all individuals must be in long hands.

f. Signatures

All required forms must include the signature of an authorized officer of the firm submitting the SOQ.

g. Submission

All SOQs must be received via email to BIDS@jcmevents.us by the date and time listed on the Cover Page of this RFQ.

The Bidder shall be responsible for the successful upload of the SOQs by the date and time listed on the Cover Page of this RFQ.

NO LATE SOQs WILL BE ACCEPTED.

NO SOQs SENT BY MAIL, COURIER, EMAIL, OR FAX WILL BE ACCEPTED.

h. Contents of Statement of Qualifications

The SOQ should be reviewed for accuracy before submission to the SMCEC. The SMCEC will not be responsible for errors or omissions in a SOQ.

All material submitted regarding this solicitation becomes the sole property of the SMCEC and will not be returned to the Respondent.

i. Public Records

Upon submission, SOQs and other documents responding to this RFQ become the exclusive property of the SMCEC and deemed public records. Responses are subject to disclosure as public records except for portions thereof deemed to be Trade Secrets (as defined in California Civil Code §3426.1) and information noted as “Confidential” or “Proprietary” by the submitting Respondent. Respondents are, however, cautioned that the indiscriminate notation of “Trade Secret”, “Confidential” “Proprietary” in a SOQ may result in the RFQ Response being deemed non-responsive and rejected. The SMCEC is not liable or responsible for the disclosure of such records, including those exempt from disclosure if disclosure is deemed required by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of SMCEC or its officers, employees or agents. At such time as SOQs are deemed a matter of Public Record, pursuant to the above, any Respondent or other party shall be afforded access for inspection and/or copying of SOQs, by request made to the SMCEC in conformity with the California Access to Public Records Act, California Government Code §7920.000, et seq. If the SMCEC is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of any portion of a SOQ deemed exempt from disclosure thereunder, the Respondent submitting the materials sought by such action or proceeding agrees to defend, indemnify and hold harmless the SMCEC in any action or proceeding from and against any liability, including, without limitation, attorneys’ fees arising therefrom, and the party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials. The SMCEC’s sole

involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

j. Reserved Rights

This RFQ does not commit the SMCEC to award pre-qualified status or pay any costs incurred in the preparation of an SOQ responsive to this request. The SMCEC reserves the right to accept all or part of any SOQ; to reject any or all SOQs; to amend the RFQ and the RFQ process; to discontinue or re-open the RFQ process at any time; or to cancel in part or in its entirety this RFQ. The SMCEC reserves the right to waive minor irregularities in the solicitation process or in the SOQs. The SMCEC further reserves the right to accept the SOQ that it considers to be in the best interest of the SMCEC.

k. Prescriptive Content

i. Submittal Letter

Please provide a brief cover letter introducing your SOQ and including detailed contact information for the person who would be SMCEC's main point of contact for this Project.

A questionnaire-style form is provided in the "II. STATEMENT OF QUALIFICATIONS" section of this document. The information below is a general description of the information requested.

1. PART 1: CONTACT INFORMATION & CERTIFICATION

Provide contact information for the Design Builder.

2. PART 2: GENERAL INFORMATION

Provide general information regarding the Design Builder, the Prime Contractor, the Principal Architecture Firm, and other engineering and design firms.

3. PART 3: MINIMUM REQUIREMENTS FOR QUALIFICATION

Respondents must provide proof of licensing, insurance requirements, ability to obtain payment bonds, and proof of financial health. Respondents must provide information related to their legal standing, ability to bid on and perform work, compliance with public contracting codes, minimal experience on projects of similar size and complexity, and past performance metrics.

4. PART 4: SCORED STATEMENTS

Respondents must provide statements of work history and performance.

5. PART 5: RELEVANT PROJECT EXPERIENCE

Respondents must provide examples of recent relevant experience from the prime contractor and the principal design firm.

6. PART 6: KEY PERSONNEL

Respondents must identify proposed professional team members, including:

1. Their role on this Project

2. Their experience with similar projects
3. Their professional qualifications

If you anticipate engaging sub-consultants, please provide information about:

4. Their role in the Project
5. Their experience on similar projects
6. Their professional qualifications

7. PART 7: FINANCIAL INFORMATION

Respondents must provide required information to prove financial health.

7. Evaluation, Selection, and Award Process

a. Criteria and Scoring

The SMCEC will evaluate submitted SOQ on the following criteria:

- Part 3: Minimum Requirements for Qualification
- Part 4: Scored Questions
- Part 5: Relevant Projects Experience
- Part 6: Key Personnel Experience
- Part 7: Financials

All SOQs will first be reviewed for their responsiveness, including timely receipt of the package and inclusion of all required content. Any SOQ that is incomplete in any material respect may be deemed non-responsive and may be rejected in its entirety. The SMCEC reserves the right to waive informalities or request additional information.

If the Design Builder “fails” any questions posed in Part 3, they will be disqualified.

Design Builders that pass the minimum requirements set forth in Parts 3 will be ranked based on SMC’s scores of Parts 4, 5, 6, and 7. The SMCEC expects to short-list the highest ranked Design Builders to receive the RFP.

Scores from this RFQ process may be applied to RFP scores during the RFP evaluation process. The RFP will provide additional details.

b. Evaluation Process

The SMCEC will review and score all SOQs, then select the most highly qualified firms to invite to respond to a RFP. RFPs will be extended to up to three firms.

References from the selected firm(s)’ SOQs will be contacted to provide additional information about the firm’s qualifications and experience.

c. Form and Term of Contract

More information about the form of contract will be included in the RFP documents.

d. Non-Discrimination

It is the policy of SMCEC that no person or contractor shall be excluded from participation in,

denied the benefits of, or otherwise be discriminated against in the award and performance of any contract on the grounds of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex or gender, gender identity, religion, sexual orientation, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics; and that barriers to effective participation traditionally encountered by minorities and females be minimized.

e. Insurance

More information about the insurance program will be included in the RFP documents.

f. Additional Information

i. Conflict of Interest

No officer, member or employee of the SMCEC may have any financial interest, direct or indirect, in the award of the contract or the fees to be earned under the awarded contract further to this RFQ and subsequent RFP. Respondents are asked to disclose any such pecuniary interest. In addition, Respondents are asked to disclose any financial relationship with any existing officers, members or employees of the SMCEC, or agents or independent contractors of the SMCEC. Any such conflict of interest shall be described to provide transparency in the public procurement process. This section will not be scored in the overall scoring and award of this RFQ. For purposes of this Section, the term "Respondents" includes Respondents' officers, directors, and principals. The purpose of such disclosures is to ensure transparency in the procurement process and compliance with applicable California conflict of interest laws.

STATEMENT OF QUALIFICATIONS

PART 1: CONTACT INFORMATION & CERTIFICATION

The Design Builder must provide all the following contact information to be considered for further review. The Design Builder must also sign this form to certify that the statements and information in this SOQ are complete and accurate, and that there is no false or deliberately misleading information.

By signing this form, the Design Builder acknowledges that receipt of this submittal by the SMCEC does not guarantee that the Design Builder will be short-listed for the RFP. The Design Builder also agrees to be bound by the procedures and conditions described in this RFQ submittal.

The Design Builder is the entity that will execute the Design-Build Contract.

If the legal entity constituting the Design Builder has not yet been formed, questions referring to the Design Builder should be answered as if the Design Builder has been formed.

1.A. CONTACT INFORMATION

1. Legal Name of Design Builder: _____

2. Address of Design Builder: _____

3. Phone Number of Design Builder: _____

4. Contact Person and Title: _____

Contact person for this SOQ. Contact does not need to be the Company Owner

Contact Person Email: _____

5. Design Builder is: Corporation Partnership
 Sole Proprietorship Joint Venture
 Other legal entity (specify): _____

6. Date of company formation or incorporation: _____

7. Under the laws of what state: _____

1.B. DESIGN-BUILD TEAM MEMBERS

In the spaces provided below, name the Prime Contractor and the Architect Firm, who here on out will be referred to as DB Team Members:

1. Prime Contractor Name: _____

2. Architect Firm Name: _____

1.C. ORGANIZATIONAL DOCUMENTS

If the Design Builder is a privately held corporation, Limited Liability Company, Partnership, Joint Venture, or other legal entity:

- a. Provide a copy of the organizational documents or agreement committing to form the same as provided below.
- b. Indicate all shareholders, partners or members who will perform work on the Project.

1.D. EXECUTION & CERTIFICATION

Complete and attach the Submittal Form. All information set forth in this SOQ shall be certified under penalty of perjury by the Design Builder and, if a partnership or joint venture, its general partners or joint venture members.

– End of Part 1 –

PART 2: GENERAL INFORMATION

The Design Builder must provide all the following information:

2.A. INFORMATION ABOUT THE PRIME CONTRACTOR

“**Prime Contractor**”, as used herein, shall mean the prime contractor, holding a current, valid, Class “A” or “B” general contractor license in good standing that will assume responsibility for the subcontracting, management, supervision, and administration of the construction for the Project.

1. Name of Prime Contractor: _____
2. Date of company formation or incorporation: _____
3. Under the laws of what state: _____
4. Prime contractor is a (*select one and provide requested information*):

Corporation – provide information in 4a.

Sole proprietorship – provide information in 4b.

Joint Venture, Partnership, LLC, or Other legal entity – provide information in 4c.

4a. If the Prime Contractor is a **corporation**, provide all the following information as of the date of this RFQ 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.

Person’s Name	Position	Years with Co.	%Ownership
CEO			
President			
Secretary			
Treasurer			

4b. If the Prime Contractor is a **sole proprietorship**, complete the following:

Owner	Years as Owner

4c. If the Prime Contractor is a **joint venture, partnership, LLC, or other legal entity (other than corporation)**, provide all the following information as of the time of this prequalification for each partner who owns 10 per cent or more of the firm (*attach additional pages if necessary*).

Name of Individual or Entity	Principal Contact	Position	Years with JV/ LLC/ Partnership/ Association	% Ownership Interest

NOTE: For Firms That Are Limited Liability Companies (LLC):

Date Article of Organization filed:

(Provide the above information for all members of the LLC regardless of ownership percentage).

5. Has there been any change in ownership of the Prime Contractor at any time during the last five (5) years (immediately before the date upon which this RFQ was issued)?

NOTE: A corporation whose shares are publicly traded is not required to answer this question but must check the “Publicly Traded” box.

Yes No Publicly Traded

If “yes,” explain on a separate page.

6. Is the Prime Contractor a subsidiary, parent, holding company or affiliate of another construction or design 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,” explain on a separate page.

7. Are any corporate officers, partners or owners connected to any other design or construction firms?

NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.

Yes No

If “yes,” explain on a separate page.

8. State the Prime Contractor’s gross revenues for each of the last four fiscal years:

2023 (\$): _____
 2022 (\$): _____
 2021 (\$): _____
 2020 (\$): _____

9. List all license numbers, classifications and expiration dates of the California contractor's licenses held by the Prime Contractor:

License Number	Trade Classification	Date Issued	Expiration Date

10. If any of your firm's license(s) are held in the name of a corporation, limited liability company, or partnership, list below the names of the qualifying individual(s) listed on the California State Licensing Board (CSLB) records who meet(s) the experience and examination requirements for each license.

License Number	Qualifying Individual	Expiration Date

11. Has the Prime Contractor changed names or license numbers in the past five (5) years (immediately before the date upon which this RFQ was issued)?
 Yes No

If "yes," explain on a separate page, including the reason for the change.

12. How many years has your firm been in business in California as a contractor under your present business name and license number?
-

13. Has any owner, partner or, for corporations, officer of your firm operated a construction firm under any other name in the last five (5) years (immediately before the date upon which this RFQ was issued)?
 Yes No

If "yes," explain on a separate page, including the reason for the change.

14. Provide surety information for Prime Contractor:

Bonding Co./Surety: _____

Surety Agent: _____

Agent Address: _____

Phone Number: _____

15. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.

2.B. INFORMATION ABOUT THE ARCHITECTURAL FIRM

“**Principal Architectural Firm**”, as used herein, means the firm with licensed engineers whose stamp will appear on Project Construction Documents.

“**Principal Engineer**”, as used herein, means the professional providing professional services as lead engineer for the Project.

1. Provide the following:

Name of Principal Architectural Firm: _____

Name of Principal Architect: _____

License Number: _____

Years in Practice: _____

2. **Is the Principal Architectural Firm different from that of the Prime Contractor?**

No; proceed to Question 11

Yes; answer all questions below

3. Date of company formation or incorporation: _____

4. Under the laws of what state: _____

5. Principal Architectural Firm is a (*select one and provide requested information*):

Corporation – provide information in 5a.

Sole proprietorship – provide information in 5b.

Joint Venture, Partnership, LLC or Other legal entity – provide information in 5c.

5a. If the Principal Architectural Firm is a **corporation**, provide all the following information as of the date of this RFQ 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.

Person’s Name	Position	Years with Co.	% Ownership
CEO			
President			
Secretary			
Treasurer			

5b. If the Principal Architectural firm is a **sole proprietorship**, complete the following:

Owner	Years as Owner

5c. If the Principal Architectural firm is a ***joint venture, partnership, LLC, or other legal entity (other than corporation)***, provide all the following information as of the time of this prequalification for each partner who owns 10 per cent or more of the firm (*attach additional pages if necessary*).

Name of Individual or Entity	Principal Contact	Position	Years with JV/ LLC/ Partnership/ Association	% Ownership Interest

6. Has there been any change in ownership of the Principal Architectural Firm at any time during the last five (5) years (immediately before the date upon which this RFQ was issued)?

NOTE: A corporation whose shares are publicly traded is not required to answer this question but must check the “Publicly Traded” box.

Yes No Publicly Traded

If “yes,” explain on a separate page.

7. Is the Principal Architectural Firm a subsidiary, parent, holding company or affiliate of another design or 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,” explain on a separate page.

8. State the Principal Architectural Firm’s gross revenues for each of the last four fiscal years:

2023 (\$): _____

2022 (\$): _____

2021 (\$): _____

2020 (\$): _____

9. Have any corporate officers, partners or owners of the Principal Architectural Firm worked for any other engineering or architectural firms in the past five (5) years (immediately before the date upon which this RFQ was issued)? **NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.**

Yes No

If “yes,” explain on a separate page.

10. Has the Principal Architectural Firm changed names in the past five (5) years (immediately before the date upon which this RFQ was issued)?

Yes No

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

11. Provide the following information for all known Architects who will be designing the project: (*attach additional pages if necessary*)

Person or Firm	Discipline	License Number	Years in Practice

2.C. INFORMATION ABOUT OTHER ENGINEERING AND DESIGN FIRMS

Provide additional information for any additional engineering and design firms:

Person or Firm	Discipline	Project Manager/ Principal Contact	License Number	Years in Practice

- End of Part 2 -

PART 3: MINIMUM REQUIREMENTS FOR QUALIFICATIONS

This Part 3 is the first step in evaluating the Design Builder. It seeks information about various members of the Design-Build Team and consists of questions that must be answered correctly, or the Design Builder will be disqualified.

	YES	NO
1. Does the Prime Contractor possess a valid and current CSLB license Class A or B for this Project for which the Design Builder intends to submit a proposal?		
2. Does your firm have a liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$2,000,000 aggregate?		
3. Does the Prime Contractor have current workers' compensation insurance coverage as required by the Labor Code or are legally self-insured pursuant to Labor Code section 3700 et. seq.?		
4. Is the Design Builder able to obtain performance and payment bonds for the Project, which is expected to involve a construction contract of up to \$13 million?		
5. Has the financial information required in PART 7: FINANCIALS been provided?		
6. Within the last five (5) years has any contractor license held by the Prime Contractor or any of the proposed Design Build Team members been revoked or suspended?		
7. Has there been a period of time when the Prime Contractor had no surety bond in place during a public construction project when one was required?		
8. Within the last five (5) years has a surety firm completed a contract on your behalf, or paid for completion because your firm was in default and/or terminated by the project owner?		
9. Is the Prime Contractor or any member of the Design Build Team ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to Labor Code section 1777.1, Labor Code section 1777.7, or any other federal, state, county, municipal or other local law providing for the debarment of contractors from public works?		
10. Has the Prime Contractor or any member of the Design Build Team been found liable in a civil suit or convicted of a federal or state crime involving the awarding of a contract of a government construction project, the bidding or performance of a government contract, antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty, such as making any false claim or material representation?		
11. Is the Prime Contractor or any member of the Design Build Team ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to Labor Code section 1777.1, Labor Code section 1777.7, or any other federal, state, county, municipal or other local law providing for the debarment of contractors from public works?		
12. Is the Prime Contractor or any member of the Design Build Team currently the debtor in a bankruptcy case?		
13. In the last five (5) years, was the Prime Contractor in bankruptcy at any time under any current or previous licenses?		
14. Within the last five (5) years has the Prime Contractor or any member of the Design Build Team ever been terminated from a contract for cause, including but not limited to termination based on any misconduct such as failure to comply with contractual, statutory, or other legal obligations?		
15. Does the Prime Contractor or any member of the Design Build Team currently have		

any delinquent liability to an employee, the state, or any awarding body for any assessment of back wages or related damages, interest, fines or penalties pursuant to any final judgment, order, or determination by any court or any federal, state, or local administrative agency, including a confirmed arbitration award?		
16. Within the last five (5) years has any professional license, credential or registration held by any Architect who will provide services been revoked or suspended?		
17. Within the last five (5) years has any professional license, credential or registration held by any Engineer who will provide services been revoked or suspended?		
18. Do all architects and engineers of record who are expected to work on the project possess current California professional licenses for the services which they intend to provide?		
19. Does the Design Builder hereby agree that the contractors at every tier will use a "skilled and trained workforce" to perform all work on the Project that falls within an "apprenticeable occupation" in the building and construction trades		
20. Within the last five (5) years has the Principal Architectural Firm that will design the Project designed at least one (1) project value over \$13 million? State the name, location, owner, size, and cost of the project:		
21. Within the last five (5) years has the Prime Contractor that will construct the Project constructed at least one (1) project value over \$13 million using a Design-Build delivery? State the name, location, owner, size, and cost of the project:		

Provide a notarized statement from the Surety Company stating the amount of bonding currently available to the Design Builder for this construction contract. Either provide a declaration or include the following in the last paragraph of the declaration.

"The undersigned declares under penalty of perjury that the above statements submitted are true and correct and that this declaration was executed in State:

_____, County: _____, on date: _____.

Name of bonding company/surety: _____

Name of surety agent, address and telephone number: _____

(Name and Title, printed or typed)

(Signature)

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

NOTE: For question 22, the Design Builder will be immediately disqualified if the five-year average EMR exceeds 1.00.

22. Experience Modification Rate (EMR):

List the Prime Contractor's EMR (California workers' compensation insurance) for each of the past three premium years; calculate the three-year average:

	Year	List EMR
Most recent available year		
Previous year		
Year prior to previous year		
Three-year average EMR:		

- End of Part 3 -

PART 4: SCORED QUESTIONS

Provide the following information about the Prime Contractor that will construct the Project. If the Prime Contractor is itself the Design Builder, then provide all information requested as it relates to the Design Builder itself.

Name of Prime Contractor: _____

Name of Project Architect: _____

Question	Yes	No
1. Has the Prime Contractor been licensed in California under their present business name and license number for at least 10 years?		
2. At any time in the last five (5) years has the Prime Contractor been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner? If so, how many times?		
3. Has the Prime Contractor ever defaulted on a construction contract?		
4. In the last five (5) years, has the Prime Contractor had an injunction, judgment, order, or lien entered against it for outstanding taxes assessed or fines, penalties, and/or unpaid employee wages?		
5. In the last five (5) years, has the Prime Contractor been a party in any civil litigation or administrative proceeding alleging violation of contract antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours, or labor standards, or laws involving fraud, theft, or any other act of dishonesty?		
6. In the last five (5) years, has the Prime Contractor been a party in a civil litigation or administrative proceeding alleging a violation by a subcontractor or sub-consultant hired by the Prime Contractor of contract antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours, or labor standards, or laws involving fraud, theft, or any other act of dishonesty?		
7. In the last five (5) years, has the Prime Contractor paid any amount, fine or otherwise, regardless of characterization, to settle any of the allegations listed in Questions 5 & 6 above, whether with or without an admission of responsibility or liability?		
8. In the last five (5) years, has the Prime Contractor been debarred, suspended, disqualified, or denied a classification rating or pre-qualification or otherwise been declared not responsible to or prevented from bidding or performing work on any public works contract or subcontract?		
9. In the past five (5) years, has any claim against the Prime Contractor concerning the firm's work on a construction project been filed in court or arbitration?		
10. In the last five (5) years, has the Prime Contractor made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?		
11. In the last five (5) years, has a stop payment notice been filed against the Prime Contractor or any first or second tier subcontractor on a public agency project in the Bay Area?		
12. In the last five (5) years, has any insurance carrier, or any form of insurance, refused to renew the insurance policy for the Prime Contractor due to non-payment or contractor losses?		

13. During the last five (5) years, has the Prime Contractor ever been denied bond coverage by a surety company?		
14. During the last five (5) years, has any surety company made any payments on the Prime Contractor's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on the Prime Contractor's behalf, in connection with a construction project, either public or private?		
15. Has the Prime Contractor or its owners ever been convicted of a crime involving any federal, state, or local law related to construction?		
16. Has the Prime Contractor or its owners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?		
17. In the past five (5) years, has California Occupational Safety and Health Administration or any other state agency cited and assessed penalties against the Prime Contractor for any "serious," "willful" or "repeat" violations of its safety or health regulations?		
18. In the past five (5) years, has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Prime Contractor?		
19. In the last five (5) years, has the Environmental Protection Agency or Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against the Prime Contractor or the owner of a project on which you were the Prime Contractor?		
20. Do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?		
21. Within the last five (5) years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?		
22. In the past five (5) years, has the Prime Contractor been assessed any penalties and/or liquidated damages in excess of \$15,000 due to the failure to pay prevailing wage or failure to submit Certified Payroll Reports?		
23. In the last five (5) years, has the Prime Contractor been required to pay back wages and/or penalties related to state or federal prevailing wage laws for work performed by the Prime Contractor?		
24. In the last five (5) years, has the Prime Contractor or any subcontractors hired by the Prime Contractor been required to pay back wages and/or penalties related to state or federal prevailing wage laws for work performed by a subcontractor?		
25. At any time during the last five years, has the Prime Contractor been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works, including Labor Code sections 1777.5 and 1777.7?		
26. At any time during the last five years, has any subcontractor hired by the Prime Contractor been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works, including Labor Code sections 1777.5 and 1777.7?		
27. Has the Architectural Firm been licensed and practicing in California for 30 years or more?		
28. In the last five (5) years, was the Firm in bankruptcy at any time?		
29. In the last five (5) years, has the Principal Architect or the Firm been debarred, disqualified, removed, or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?		

30. In the past five (5) years, have there been any claims, disputes, or lawsuits filed in court or arbitration against the Principal Architect or the Firm concerning its design work on a construction project?		
31. In the past five (5) years, has the Principal Architect or the Firm made a claim, dispute, or lawsuit in excess of \$50,000 against a project owner concerning its design work on a project or payment for a contract and filed that claim in court or arbitration?		
32. In the last five (5) years, has any insurance carrier, or any form of insurance, refused to renew the insurance policy for the Principal Architect or the Firm, based on non-payment or losses?		
33. Within the last five (5) years, has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?		
34. Has the Principal Architect or the Firm or any member ever been convicted of a crime involving any federal, state, or local law related to design?		
35. Has the Principal Architect or the Firm or any member ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?		
36. Has the California Department of Consumer Affairs, or an equivalent agency in any other state, taken any disciplinary action against the Principal Architect?		

Provide any qualifications to the questions above here:

PART 5: RELEVANT PROJECTS EXPERIENCE

The Design Builder shall submit all project experience information in accordance with the instructions that follow. Failure to meet the submittal or experience requirements listed below for submitted past projects may deem the Design Builder as disqualified.

For the Prime Contractor, the project has passed the commissioning functional tests for all facility system components.

For the Principal Architectural Firm, the project design work is complete, and construction is in progress or completed.

The Design Builder shall identify at least four (4) and no more than six (6) completed projects by the Prime Contractor and the Principal Architectural Firm in the format prescribed below. Projects completed as Design Builders will be given additional points.

- At least two (2) of those projects must be attributed to the Principal Architectural Firm of the Design Build Team.
- At least two (2) of those projects must be attributed to the Prime Contractor of the Design Build Team.

Each of the projects must:

- Have been completed in the last eight (8) years and demonstrate the Design Builder's experience with design and construction, and experience in obtaining permits and approvals.
- Identify how the Design Builder held a prime role as the Prime Contractor, the Principal Architectural Firm, or both.

These reference projects shall demonstrate expert knowledge similar to the requirements for the Project. The reference projects should include the following information:

- Owner + Owner Contact Information
- Responsible Firm and Role
- Project Manager
- Project Superintendent
- Architect of Record
- Delivery Method
- Scope of Services
- Original Contract Amount
- Final Contract Amount
- Date Construction Commenced
- Original Schedule Completion
- Actual Schedule Completion

Each project should indicate the involvement and responsibilities of the key personnel of the Design Builder, highlighting project experience where the key personnel of the Design Builder have previously worked together.

The SMCEC's assessment of project experience will also include, but is not limited to, reference checks from owners. Names and references must be current and verifiable.

- End of Part 5 -

PART 6: KEY PERSONNEL EXPERIENCE

Provide a resume for each proposed individual. Each resume should include:

- Overall experience
- Education
- Licensing
- DBIA certification
- LEED certification
- Other relevant general information
- Design-build project design and/or construction experience.

Each resume must also include at least two current and verifiable references for the listed projects. Resumes should be limited to two pages each. Indicate if any individual is proposed to carry more than one title. Please provide resumes for the following Key Personnel:

- Prime Contractor Executive in charge of the project
- Prime Contractor Project Manager
- Prime Contractor Super Intendent
- Architect Project Manager
- Project Architect of Record
- Structural Engineer of Record
- Mechanical Engineer of Record
- Electrical Engineer of Record
- Plumbing Engineer of Record
- Civil Engineer of Record
- Landscape Architect of Record

The proposed Project Manager and Project Superintendent from the Design Builder must each have at least five (5) years of professional experience and have worked on at least two (2) design-build projects that are closely related or comparable to this Project, in the same roles as they will fulfill for this Project.

The SMCEC considers the Key Personnel essential to the success of the Project's construction. Pre-qualified Design Builders must retain the Key Personnel proposed during this RFQ process in their subsequent Proposals. If any changes to Key Personnel are necessary, the Design Builder must resubmit all relevant qualification documents, which will be subject to a revised qualification score.

Failure to meet the above minimum requirements for Key Personnel experience will disqualify the Design Builder.

- End of Part 6 -

PART 7: FINANCIAL

Design Builder shall provide and attach the following in a sealed envelope attached only to the Original SOQ submittal:

- A copy of the Design Builder’s Dunn and Bradstreet Report.
- A copy of the Design Builder’s most recent financial statements including the balance sheet, statement of cash flows, and notes to the financial statements.

If the Design Builder is a partnership or joint venture (whether formed or intended to be formed), all general partners or members shall provide the above financial information. The financial information must be for the company(s) that make up the Design Builder.

Fill in the information below for the three most recent fiscal years. If the Design Builder is a partnership or joint venture (whether formed or intended to be formed), all general partners or members shall provide the information below:

Current Assets (\$): _____

Current Liabilities (\$): _____

Total Net Worth (\$): _____

Current Ratio (Assets/Liabilities) (\$): _____

Working Capital (Current Assets - Current Liabilities) (\$): _____

- End of Part 7 -

- End of Document -