SAN LEANDRO UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 21-30

ADOPTING PROCEDURES FOR EVALUATING QUALIFICATIONS OF LEASE-LEASEBACK CONTRACTORS AND APPROVAL OF THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION SERVICES

WHEREAS, pursuant to Education Code section 17406, school districts must award lease-leaseback contracts based on a competitive solicitation process to the proposer providing the best value to the district; and

WHEREAS, before awarding a lease-leaseback contract, the governing board of the school district must adopt and publish required procedures and guidelines for evaluating the qualifications of prospective lease-leaseback contractors ("Evaluation Procedures") which ensure that the best value selections by the district are conducted in a fair and impartial manner; and

WHEREAS, the governing board of the San Leandro Unified School District ("District") previously authorized the use of lease-leaseback contracts and adopted Evaluation Procedures pursuant to Resolution 17-28, which was approved in 2017; and

WHEREAS, the District desires to update its Evaluation Procedures; and

WHEREAS, District staff has developed revised Qualification Evaluation Criteria, which is attached hereto as **Exhibit A**; and

WHEREAS, the District desires to adopt the updated Evaluation Procedures as required pursuant to Education Code section 17406(a)(2); and

WHEREAS, the contractor shall be selected based on a "best value" determination by the District according to the "best value" criteria and scoring for the proposals attached hereto as **Exhibit B,** which is as part of the updated Evaluation Procedures.

NOW, THEREFORE, the Governing Board of San Leandro Unified School District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. The Board adopts the updated Evaluation Procedures, attached hereto as **Exhibit A** and **Exhibit B**, as required pursuant to Education Code section 17406(a)(2).

Section 4. The Board authorizes the District's Superintendent, or his/her designee to issue a Request to Prequalify, a Statement of Qualifications and a Request for Proposals for prospective contractors for District lease-leaseback projects and is authorized to make revisions to the criteria that do not impact the overall fair and impartial solicitation process.

ADOPTED, SIGNED AND APPROVED this 14 day of September 2021.

I, Michael McLaughlin, Ed.D., Secretary of the Governing Board of the San Leandro Unified School District, do hereby certify that the foregoing Resolution was adopted by the Governing Board of said District at a meeting of said Board on the September 14, 2021, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Michael McLaughlin, Ed.D.
Secretary of the Governing Board of San Leandro Unified School District.

EXHIBIT A
EVALUATION CRITERIA

PREQUALIFICATION QUESTIONNAIRE

CONTRACTOR (OR "FIRM") INFORMATION		
Contractor's company name:		
Address:		
Telephone:		
Mobile telephone:		
E-mail:		
Years in business under current company name:		
Years at the above address:		
Types of work performed with own forces:		
Gross revenue of the Firm for the past three (3) years:		
$	$	$

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

Name of license holder exactly as on file with the California State License Board:
License classification(s):
License Number(s):
License expiration date(s):
Department of Industrial Relations registration number (Per Labor Code section 1725.5):
Number of years license holder has held the listed license(s):
Number of years Contractor has done business in California under Contractor's license law:
Number of years Contractor has done business in California under **current** Contractor's license:
Has your Firm changed name(s) or license number(s) in the past five (5) years? (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.
Has there been any change in ownership of the Firm at any time in the past five (5) years? **NOTE**: A corporation whose shares are publicly traded is not required to answer this question. (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? **NOTE**: Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. (Y / N). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.
Indicate the form of Contractor's firm (type of business entity): ____ Individual ____ Sole Proprietorship ____ Partnership ____ Limited Partnership ____ Corporation, State: _____ ____ Limited Liability Company ____ Joint Venture

____ Other: _____

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

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

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address(es) of those bonding company(ies):

Number of years Contractor has been with those bonding company/surety:

Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Contractor's total current bonding capacity: $

CONTRACTOR'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):
Address of those insurance company(ies):
"Best" rating(s) for those insurance company(ies):
Number of years Contractor has been with those insurance company(ies):

Name of broker/agent:		
Address of broker/agent:		
Telephone number of broker/agent:		
E-mail of broker/agent:		
Contractor's current insurance limits for the following types of coverage:		
Commercial General Liability	Combined Single Limit (per occurrence)	$
	Combined Single Limit (aggregate)	$
Product Liability & Completed Operations	(aggregate)	$
	(per occurrence)	$
Automobile Liability – Any Auto	Combined Single Limit (aggregate)	$
Automobile Liability – Any Auto	Combined Single Limit (per occurrence)	$
Employers' Liability		$
Builder's Risk (Course of Construction)		

Workers' Compensation Experience Modification Rate for the past five (5) premium years:		
(1) Current year:	(2)	(3)
	(4)	(5)

QUESTIONS

Pass/Fail Questions (Essential Criteria)

1.	Has your Firm contracted for and completed construction of a minimum of: • **$15 million per year for the last five (5) years** of K-12 public schools either new construction or modernization under the State School Building Program administered by the Office of Public School Construction? (Please circle one). **NOTE**: You **must** list these projects in the "Contractor Project References" Section.	YES NO NO = cannot prequalify
2.	Does your Firm currently hold all Contractors' license(s) necessary to perform the work and have those license(s) been consistently active for at least **ten (10) years** without revocation or suspension? (Please circle one).	YES NO NO = cannot prequalify
3.	Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past **ten (10) years**? (Please circle one).	YES NO YES = cannot prequalify
4.	Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past **ten (10) years** and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle one).	YES NO YES = cannot prequalify
5.	Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving: (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty, to any contracting party within the past **ten (10) years**? (Please circle one).	YES NO YES = cannot prequalify
6.	Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to: (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, related to construction activities of your Firm or an Associated Firm within the past **ten (10) years**? (Please circle one).	YES NO YES = cannot prequalify
7.	Has your Firm's Workers' Compensation Experience Modification Rating averaged more than 1.25 over the past five (5) premium years? (Please circle one). Attach proof of Worker's Compensation Experience Mod Rating for the last 5 years.	YES NO YES = cannot prequalify



If you answered:
"NO" to questions 1-2 or
"YES" to questions 3-7, then STOP.
You are not eligible for prequalification at this time.

Scored Questions		
1.	Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past **ten (10) years**? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).	YES NO
2.	Has your Firm paid a premium of more than one percent (1.5%) for a performance and payment bond on any project(s) within the past **ten (10) years**? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).	YES NO
3.	Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).	YES NO
4.	Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).	YES NO
5.	Has your Firm declared bankruptcy or been placed in receivership within the past **ten (10) years**? (Please circle one). If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).	YES NO
6.	Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past **ten (10) years**? (Please circle one). If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.	YES NO
7.	Has a project owner, general Contractor, architect, or construction manager filed claim(s) in an amount exceeding $50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding $50,000 against a project owner, general Contractor, architect, or construction manager in the past **ten (10) years**? If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).	YES NO
8.	Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past **ten (10) years**? If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).	YES NO
9.	Has your Firm been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past **ten (10) years**? If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.	YES NO
10.	Has CAL OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past **ten (10) years**?	YES NO

	If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.	
11.	Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past **ten (10) years**? If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.	YES NO
12.	Does your Firm require **weekly**, documented safety meetings to be held for construction employees and field supervisors during the course of a project?	YES NO
13.	Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any public work project for which you are awarded a contract by the District.	

CONTRACTOR PROJECT REFERENCES

List **ALL** projects in which your Firm has participated as the prime Contractor during the past **five (5) years** with a Firm contract value of more than **$5,000,000.**

- You may limit your response to the **thirty (30)** most-recently completed projects, but you **must** include at least the **four (4)** most recent California K-12 public school projects with a contract value of more than **$5,000,000** performed by your Firm.
- Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary

Project name/identification:
Project address/location:
Project owner, contact person, and telephone:
Project architect name and telephone number:
If Contractor was a subcontractor on the project, name of general Contractor and telephone number:
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:
Scope of work:
Original completion date:
Date completed:
Initial contract value (as of time of bid award):
Final contract value:

CERTIFICATION

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

Date: _____

Proper Name of Contractor: _____

Signature: _____

By: _____
(Print Name)

Title: _____

Statement of Qualifications ("SOQ") Evaluation Criteria for (Lease-Leaseback)

1. **Contractors' Responses.** The Contractor's Response must demonstrate Contractor's qualifications, be concise, well-organized and shall **be no longer than thirty-five (35) single-sided pages, on 8½" x 11" paper**, inclusive of résumés, forms, and pictures. Each Contractor's Response shall be numbered, tabbed and organized according to the structure reflected below and include the following subject matters and information:

   1.1. Table of Contents. A table of contents of the material contained in the Response according to the structure reflected below and the corresponding page number for each subject matter.

   1.2. Letter of Interest. A dated Letter of Interest must be submitted, including the legal name of the Contractor, address, telephone, email(s), and the name, title, and signature of the person authorized to submit the Response on behalf of the Contractor. The Letter of Interest should provide a brief statement of the Contractor's experience indicating the unique background and qualities of the Contractor, its personnel, and what will make the Contractor a good fit for work in the District.

   1.3. Executive Summary. The executive summary must include the following:

   1.3.1. Contractor's history, and, if a joint venture, of each participating entity;
   1.3.2. A brief summary of the Contractor's qualifications; and
   1.3.3. An outline of Contractor's construction philosophy.

   1.4. Past Projects: Contractor's Alternative Delivery/Lease-Leaseback Experience. Provide the following information for all projects Contractor completed or is currently performing for California K-12 public school districts pursuant to an alternative delivery method (**not** design-bid-build) during the **past eight (8) years**. You may limit your response to the **ten (10) most-recently completed** projects.

Delivery Method (lease-leaseback, CM-at-risk, design-build, etc.):
Project name/identification:
Project address/location:
Project owner, contact person, and telephone:
Project architect name and telephone number:
If Contractor was a subcontractor, name of general contractor and telephone number:
Scope of work:
Original completion date:
Date completed:
Initial contract value (as of time of bid award):
Final contract value:
Other project information:

   1.5. Construction Schedule.

   1.5.1. Discuss the Contractor's ability to prepare and meet achievable construction schedules for construction projects, Contractor's schedule management procedures, and how the Contractor has successfully handled potential delays.

   1.5.2. Provide a proposed schedule for the Bancroft Gym Project based on the information available to Contractor.

   1.6. Proposed Personnel/Contractor Team. Please specifically identify and include the resumes of key personnel who would be performing Services for the District for the Bancroft Gym Project. Specifically, define the role of each person and outline his or her individual experience and

responsibilities. Indicate personnel who will serve as primary contact(s) for the District and percentage of time exclusive to the Project for each team member. Contractor should describe the experience the personnel have on previous projects, if any. Describe how Contractor's personnel will work with District staff during construction of the Project to ensure that Contractor effectively and efficiently completes the Project. Once the Contractor's team is established for the Project, the District expects the same team to start and finish the Project.

1.7. Budget. Discuss the Contractor's ability to manage costs and stay within budgets on comparable projects.

1.8. Contractor's Experience with Skilled and Trained Workforce Requirements.

1.8.1. Describe Contractor's experience complying with the skilled and trained workforce requirements of Education Code section 17407.5 and Public Contract Code section 2600, et seq. Include a description of any disputes or claims arising out of the Contractor's compliance/non-compliance with skilled and trained workforce requirements, including any penalties imposed upon Contractor by the Department of Industrial Relations.

1.8.2. Include with its Response a copy of the form that Contractor shall submit monthly on behalf of itself and its Subcontractors to demonstrate compliance with the skilled and trained workforce requirements. **The District reserves the right to direct Contractor to utilize a form provided by the District.**

1.9. Contractor's Current Work Commitments/Project Limitations.

1.9.1. **Workload.** Specify the current and projected workload of Contractor. If applicable, provide a statement of all recent, current, or anticipated contractual obligations that relate in any way to similar work for the District that may have a potential to impede Contractor's ability to provide the Services described herein to the District. Please provide a list of projects for which Contractor is currently performing services, and those projects for which the Contractor is under contract, or anticipates being under contract, during construction of the Project.

1.9.2. **Bonding Capacity**. Indicate Contractor's limitation or Surety restrictions related to the size of the Project that Contractor can contract for and can effectively perform. Provide a letter from your surety or broker that states Contractor's current bonding capacity.

1.10. Conflicts of Interest. Contractors cannot submit, propose, bid, contract, subcontract, consult, or have any other economic interests in a Project to which the Contractor may provide Services. Please identify whether the Contractor has any potential or actual conflicts of interest related to the Project.

1.11. Safety. Discuss the Contractor's safety program, the content and frequency of its safety meetings, the basis for its current EMR number, its Injury and Illness Prevention Program and who the Contractor's safety officer would be and his/her qualifications for that position. Please provide documentation showing the Contractor's current EMR number; this requirement is cumulative of any requirement in the Prequalification Questionnaire requiring Contractor to provide EMR information.

EXHIBIT B

SCORING FOR BEST VALUE SELECTION PROCESS

STEP 1 – PREQUALIFICATION SCORING

1. **Confirm Firm has passing answers for the "Pass/Fail Questions."**

2. **Confirm Firm has submitted the required financial statements**. If not, notify Firm in writing that its Proposal is non-responsive for failing to include the required financial statements.

3. **Score the "Evaluated Questions."**

Topic/Question	Scoring & Max. Poss. Score		Score
1. Suspended or Revoked License		5	
2. Disbarred/Disqualified from Government Agency/Public Works Projects		5	
3. Denied as Non-Responsible Bidder		5	
4. Claim Against Firm		5	
5. Claim Against Owner		5	
6. Contract Termination for Cause		5	
7. Liable in Civil Suit		5	
8. Convicted of a Crime Related to Construction		5	
9. Convicted of Fraud		5	
10. Denied or Lapse of Bond Coverage within Last Five Years		5	
11. Workman's Compensation Lapse within Last Five Years		5	
12. Years in Business		5	
13. Current Bankruptcy		5	
14. Bankruptcy within Last Five Years		5	
15. Liquidated Damages within Last Five Years		5	
16. Insurance Refusal to Renew within Last Five Years		5	
17. More Than Three (3) Stop Payment Notices per Contract within Last Three Years		5	
18. Stop Payment Notices Resulting in Claim Against Payment Bond		5	
19. Required to Pay a Premium < 1%		5	
20. CAL OHSA Violations within Last Five Years = Serious, Willful or Repeat		5	

21. Federal OHSA Violations within Last Five Years		5	
22. EPA, Air Quality or Regional Water Quality Control Board Penalties with Last Five Years		5	
23. Safety Meetings		5	
24. Experience Modification Rate		5	
25. Required to Pay Back Wages (States Prevailing Wages)		5	
26. Required to Pay Back Wages (Federal = Davis-Bacon Prevailing Wages)		5	
27. Apprentice Violations		5	
Total Score		**135**	

STEP 2 – PROPOSAL SCORING

The following scoring will be used in evaluating the Firm's Proposal responses to the following criteria, which will be determined by review all portions of the Proposal, including the "Content of Proposals" section of the RFQ/RFP and the "Contractor Project References" section of the Prequalification Questionnaire.

Item	Description	Maximum Qualification Points	Firm's Qualification Points
1. Past K-12 Projects	Firm demonstrates past experience and expertise with past K12 projects and theater/performing art centers.	300	
2. LLB Projects	Firm demonstrates past experience and expertise with past LLB projects and process on projects of similar size.	110	
3. Schedule	Firm demonstrates ability to prepare and meet achievable construction schedules schedule management procedures, and successful handling of potential delays.	60	
4. Personnel / Subconsultants	Firm's team members, especially team leaders, demonstrate applicable experience and expertise to perform Services.	60	
5. Budget	Firm demonstrates past experience and expertise to manage costs and stay within budgets on LLB projects.	35	
6. Skilled and Trained Workforce	Firm demonstrates past experience complying with skilled and trained workforce requirements.	35	
7. Current Work Commitments	Firm describes current and projected workload.	35	
8. Bonding Capacity	Firm demonstrates it has sufficient bonding capacity.	15	
9. Conflict of Interest	Any potential or actual conflict of interests.	15	
10. Safety	Firm demonstrates a strong commitment to project safety and indicates a history of safe worksites.	15	
11. Proposed Overhead expenses (Preliminary Services)	Firm's amount and additional information provided is competitive and within the District's past experience for charges for Preliminary Services for the Project.	120	

12. Financing Cost	Firm's amount and additional information provided for financing of the Project's construction cost.	50	
13. References	Strength of references, if any	15	
14. Comments to Contract	Extent of content of requested revisions to contract documents	60	
15. Additional Information	Strength of additional information provided by Firm.	15	
	TOTAL POINTS	**940**	

STEP 3 – INTERVIEW CRITERIA AND SCORING (IF INTERVIEWS ARE CONDUCTED)

Firms meeting or exceeding the minimum total qualification points through Step 2 may be invited to interview with the District. The subject matter for the interview will be at the District's discretion but shall include, at a minimum, the following topics.

Item	Maximum Qualification Points	Firm's Qualification Points
1. Past Projects/Experience: Firm's articulation of Firm's history, education, and background; Firm's experiences working with similar, past projects; issues faced and how addressed (i.e. claims, bonding/surety involvement, owner/school site relations, citations, etc.); and questions, concerns, and highlights from the Proposal.	50	
2. District Projects: Firm's articulation of how it will construct the Projects, its ideas related to constructability, and other construction-specific ideas, concerns, or related issues (i.e. schedules, budgets, subcontractor selection, etc.).	40	
3. Personnel/Leadership: Firm's articulation of its Project-designated personnel, leadership, subcontractor relations, apprenticeship program, etc. Firms must bring the project team who will be on the project. No substitutions.	50	
4. Overall Ability and General Suitability. Firm's articulation of its overall skills, ability to complete the Projects, and general suitability for the District's purposes (i.e. implementation of District policies and procedures, compliance with District Programs, political atmosphere, additional information, etc.)	40	
5. Schedule. Firm's draft schedule is reasonable and within the District's past experience for schedules for this type of Project.	40	
TOTAL POINTS FOR STEP 3	**220**	

STEP 4 – REFERENCE CHECK SCORING (IF REFERENCES ARE CHECKED)

1. Contact references from the Firm's Proposal to the "**Contractor Project References**" section and score those responses.

2. Fill out the information in Section I of the Qualification Evaluation – Reference Form and then call the contact person.

3. Ask the questions in Section II of the Qualification Evaluation – Reference Form. Ensure that you obtain the information regarding whether the Firm's performance in that area was "unsatisfactory," "below average," "average" or "above average." Assign the corresponding score for each answer in Section III.

4. Complete Section III of the Qualification Evaluation – Reference Form with the information received during the call.

5. Use a separate Qualification Evaluation – Reference Form for each call.

6. Make three (3) complete reference calls for each Firm.

7. Enter the "Total Score for This Project" of all the Qualification Evaluation – Reference Forms for that Firm into an "Averaging" Worksheet.

Sample "Averaging" Worksheet for 3 reference calls per Firm – See next page	
"Total Score for This Project" from first call	
"Total Score for This Project" from second call	
"Total Score for This Project" from third call	
Total	
Total divided by three (÷ 3) **[DIVIDE SCORE BY NUMBER OF CALLS]** This is the score for the Firm for the References Step in the evaluation process.	

STEP 4 – REFERENCES SCORING (CONTINUED)

References – Qualification Evaluation Form

Section I - General Project Information

Name of Firm:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

Section II – Telephone Interview Questions

1. **Quality of Work**. Were there quality-related problems on the project? Were these problems attributable to the Firm? Was the Firm cooperative in trying to resolve problems?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

2. **Scheduling.** Rate the Firm's performance with regard to adhering to project schedules. Did the Firm meet the project schedule? If not, was the delay attributable to the Firm?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

3. **Subcontractor (Project) Management.** Rate the Firm's ability to manage and coordinate subcontractors (if no subcontractors, rate the Firm's overall project management). Was the Firm able to effectively resolve problems?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

STEP 4 – REFERENCES SCORING (CONTINUED)

4. **Change Orders**. Rate the Firm's performance with regard to change orders and extras. Did the Firm unreasonably claim change orders or extras? Were the Firm's prices on change orders and extras reasonable?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

5. **Working Relationships**. Rate the Firm's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Firm relate to other parties in a professional manner?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

6. **Responsiveness**. Rate the Firm's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Firm respond to inquiries promptly and substantively?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

7. **On-Site Firm Staff**. Rate the Firm's on-site staff relating to their management of the site, communication and interaction with owner's staff, and familiarity with project scope and status.
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

8. **Paperwork Processing**. Rate the Firm's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Firm submit the required paperwork promptly and in proper form?
   Response:
   □ Unsatisfactory □ Below Average □ Average □ Above Average
   Comments/Examples (Optional) _____

   _____

STEP 4 – REFERENCES SCORING (CONTINUED)

Section III - Numerical Rating

If the contact person rates the Firm unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Firm's Name: _____

		Unsatisfactory	Below Average	Average	Above Average	Rating
1.	Quality of Work	0	5	10	15	
2.	Scheduling	0	5	10	15	
3.	Subcontractor (Project) Mgt.	0	5	10	15	
4.	Change Orders	0	5	10	15	
5.	Working Relationship	0	5	10	15	
6.	Responsiveness	0	5	10	15	
7.	On-Site Staff	0	5	5	10	
8.	Paperwork Processing	0	2	5	10	
					Total Score for This Project	

OVERALL SCORING

The following table indicates how the District will score steps 1 – 4. Only Firms that receive the minimum qualification points as required at each step will move to the next step.

STEP 1: Scoring of Prequalification Questionnaire	**Minimum points required in STEP 1 for Firms to proceed to STEP 2: 100.** Total maximum possible points at the end of STEP 2 is **135.** **Only Prequalified Contractors will proceed to STEP 2.**
STEP 2: Scoring of Proposal	**Minimum points required in STEP 2 for Firms to proceed to STEP 3: 790.** Total maximum possible points at the end of STEP 2 is **940.**
STEP 3: Scoring of Interviews (Optional)	**The District will only interview Firms (if it conducts interviews of Firms) that have the required minimum score after STEP 2.** The District, **at its discretion,** may elect to forego conducting interviews. If the District conducts interviews, then the following shall apply:

	Minimum points required in STEP 3 for Firms to proceed to Step 4: <u>180</u> Total maximum possible points from an Interview is **<u>220</u>**.
STEP 4: Scoring of Reference Checks (optional)	**The District will only contact references (if it conducts reference checks) that have the required minimum score after STEP 3.** The District, **<u>at its discretion</u>**, may elect to forego conducting reference checks. If the District conducts reference checks, then the following shall apply: Total maximum possible points at the end of STEP 4 is **<u>110</u>**.