

DOCUMENT 00 45 13

STATEMENT OF QUALIFICATIONS (“SOQ”) FOR CONSTRUCTION WORK

1. GENERAL INFORMATION

- A. Statement of Qualifications. In Document 00 10 00 (Notice Inviting Bids) the City of San Bruno (“City”) has indicated that it will receive sealed Bids for the construction of the Contract for the **“PROJECT TITLE AND NUMBER”**. The Contract will require the Contractor to construct the Project, all in accordance with the scope of Work set forth in the Contract. **All bids must contain the completed “Contractor Statement of Qualifications Questionnaire” included herein as pages 00 45 13- 3 through 00 45 13-12 and other items required by this Document 00 45 13 (together, the “SOQ”).**
- B. Minimum Qualifications
1. Bidders must be duly licensed in accordance with the California Business & Professions Code in the classification identified in Document 00 10 00 (Notice Inviting Bids) and have a history of work performance sufficient to meet the requirements of a responsible bidder in California Public Contract Code Section 1104.
 2. Bidder must have:
 - a. **Three (3)** years experience as a continuously operating entity engaged in the performance of similar work.
 - b. Within the past five (5) years completed five (5) construction projects for public agencies of a similar nature and complexity (**examples of applicable projects**), with a contract dollar amount of at least \$_____ each, or \$_____ in the aggregate.
 3. Bidder’s compliance with these minimum qualification requirements will, among other factors identified in the SOQ Questionnaire, also be measured by the experience of the supervisory personnel who will have responsible charge of the various major components of the Work. The qualifications of the Key Personnel are to be submitted with the SOQ, by providing the information described in paragraph 2.B of this Document 00 45 13.

2. REQUIRED CONTENTS OF SOQ

- A. Completed Questionnaire. Bidder shall include a completed Statement of Qualification Questionnaire in the form included herein. Bidder shall make sure its answers to the Questionnaire describe for itself and its Key Personnel proposed, their construction project experience. Add supplementary information if necessary.
- B. Resumes of Proposed Key Personnel. As part of the questionnaire, bidder shall provide a resume for each named Key Personnel of Bidder, to include the following:
- Name and proposed assignment of Key Personnel; do not include home addresses or phone numbers;
 - Years of experience;
 - Education - degrees, schools and years obtained;
 - Professional Registrations;
 - Fluency in English (Yes/No);

- Experience directly related to public works projects;
 - At least two client references, including contact names, addresses and telephone numbers, and
 - Description of projects of a similar nature worked on in the past five (5) years.
- C. Capability to Provide Required Performance and Payment Bonds. Bidder shall include a letter from a surety duly licensed to do business in the State of California, having a financial rating from A.M. Best Company of **A-, VIII** or better that the surety has agreed to provide Bidder with the required performance and payment bonds in accordance with the requirements set forth in Documents 00 63 13.13 (Construction Performance Bond) and 00 63 13.16 (Construction Labor and Material Payment Bond). Such performance and payment bonds shall be in the minimum penal sums provided therein. Bidder agrees that Surety's issuance of the letter authorizes City to verify with the surety that the surety, based upon the Bid prices, will issue the required bonds under the conditions stated.
- D. Financial Capacity. Include audited or reviewed financial statements for the three most recently completed fiscal years for Bidder. Also include audited or reviewed financial statements for the three most recently completed fiscal years for any parent company(ies) of Bidder (if applicable).
- E. Capability to Provide the Required Insurance. Bidder shall provide a letter from an insurance underwriter(s), having a financial rating from A.M. Best Company of **A-, VIII** or better, confirming that the insurer will provide Bidder the required coverage and amounts specified in Document 00 72 00 (General Conditions).
- F. Litigation History. Questionnaire includes description of litigation history for the past three years, including names of involved parties, nature of dispute, and disposition.
- G. Safety Programs and History. Questionnaire includes description of Bidder's safety programs implemented for construction projects; and history of safety violations, injuries and/or deaths associated with Bidder's projects for the past five (5) years.

3. GENERAL CONDITIONS

- A. Explanations to SOQ. Any explanation requested by a Bidder regarding the meaning or interpretation of this Document 00 45 13 must be requested in writing and with sufficient time allowed for a reply to reach Bidder before the submission of its SOQ. Oral explanations or instructions will not be binding. Any information provided to any prospective Bidder concerning this Document 00 45 13 will be furnished to all prospective Bidders as an Addendum to the Bidding Documents.
- B. Definitions. Except as set forth herein, all abbreviations and definitions of terms used in this document 00 45 13 are as set forth in Document 00 72 00 (General Conditions) or Section 01 42 16 (References and Definitions).

**STATEMENT OF QUALIFICATION QUESTIONNAIRE
THAT MUST BE SUBMITTED WITH BID
FOLLOWS ON NEXT PAGE**

CONTRACTOR STATEMENT OF QUALIFICATION QUESTIONNAIRE

[THIS QUESTIONNAIRE MUST BE SUBMITTED WITH BID PROPOSAL]

Bidders shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Document 00 21 00 (Instructions to Bidders) and Document 00 45 13 (Statement of Qualifications (SOQ) for Construction). Failure to complete this Questionnaire or inclusion of any false statement(s) shall be ground for immediate disqualification.

CONTACT INFORMATION

Company Name: _____

Owner of Company: _____

Contact Person: _____

Address: _____

Phone: _____ Fax _____

PART A: GENERAL INFORMATION

1. Does Bidder possess a valid and current California Contractor's "**A**" license for the work proposed?
Yes ___ No ___
2. Does Bidder have a minimum of **\$2,000,000** comprehensive general liability insurance coverage?
Yes ___ No ___
3. Has Bidder's Contractor's License been revoked or suspended by any governmental agency at any time in the last five (5) years?
Yes ___ No ___
4. Has Bidder been "default terminated" by an owner (other than for convenience), or has a Surety completed a contract for Bidder within the last five (5) years?
Yes ___ No ___
5. Has Bidder been cited more than twice for failure to pay prevailing wages in the last five (5) years?
Yes ___ No ___
6. Has Bidder, at any time within the past five (5) years been issued any written warnings, citations or notice to discharge any employee due to failure or refusal to carry out directions or due to incompetence or disorderly or improper conduct by any employee or workmen on any project?
Yes ___ No ___

PROJECT TITLE
Project No.

7. Has Bidder attached copies of its reviewed or audited financial statements and accompanying notes for the latest three years?
Yes ___ No ___

**Bidder shall be immediately disqualified if any answer to questions 1, 2 or 7 is “No”.
Bidder shall be immediately disqualified if any answer to questions 3, 4, 5, or 6 is “Yes”.**

PART B: SAFETY, PREVAILING WAGE, DISPUTES AND BONDS

SAFETY

1. Has Cal/OHSA, Federal OSHA, the EPA, or any Air Quality Management District cited Bidder in the past five (5) years?
Yes ___ No ___ If yes, attach description of each citation.
2. How often does Bidder require documented safety meetings be held for:
Field Supervisor Weekly ___ Bi-Weekly ___ Monthly ___ Less Than Monthly ___
Employees Weekly ___ Bi-Weekly ___ Monthly ___ Less Than Monthly ___
New Hires Weekly ___ Bi-Weekly ___ Monthly ___ Less Than Monthly ___
Subcontractors Weekly ___ Bi-Weekly ___ Monthly ___ Less Than Monthly ___
3. How often does Bidder conduct documented safety inspections?
Quarterly ___ Semi-annually ___ Annually ___ Other ___
4. Does Bidder have home office safety representatives who visit/audit the job site?
Quarterly ___ Semi-annually ___ Annually ___ Other ___
5. What is Bidder’s Interstate Experience Modification Rate? _____.

(A rating in excess of 1.00 may constitute grounds for disqualification as non-responsive; however, Bidder may provide additional information to explain a rating above 1.00. Bidders with a rating in excess of 1.50 shall be deemed to be non-responsive and their bid rejected.)

6. Has Bidder, at any time within the past five (5) years:
- a. Received any citation or been assessed penalties for safety violations from any governmental agency?
Yes ___ No ___
If yes, attach description of each citation.
- b. Experienced on any of its projects an accident that resulted in death or a serious injury involving medical treatment by an emergency medical care provider and/or hospitalization, to any person?
Yes ___ No ___
If yes, provide detail in Part F: Safety History of this Questionnaire.

PREVAILING WAGE PROVISIONS

7. Has Bidder been fined, penalized or otherwise found to have violated any prevailing wage or labor code provision within the past five (5) years? If yes, attach description of each occurrence.
Yes _____ No _____

LICENSE PROVISIONS

8. Has Bidder changed names or license numbers in the past five (5) years? If so, please state reason for change.
Yes _____ No _____
Reason: _____

DISPUTES

9. Has Bidder had any claims, litigation, or disputes ending in mediation or arbitration, or termination for cause associated with any project in the past five (5) years? If yes, attach description of each instance including details of total claim amount, settlement amount, and owner's name and phone number.
Yes _____ No _____
10. In the last five (5) years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason? If yes, attach description of each instance including details and owner's name and phone number.
Yes _____ No _____
11. In the last five (5) years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder? If yes, attach description of each instance including details and owner's name and phone number.
Yes _____ No _____
12. At any time in the last five (5) years, has your firm been assessed and paid liquidated damages after completion of a project, under a construction contract with either a public or private owner? If yes, attach description of each instance including details and owner's name and phone number.
Yes _____ No _____

BONDING

13. Bonding Capacity – Provide documentation from Bidder's surety identifying the following:
Name of bonding company/surety: _____
Name of Surety Agent: _____
Surety Agent address: _____

PROJECT TITLE
Project No.

Surety Agent phone number: _____

Is surety a California-admitted surety? Yes _____ No _____

Is surety listed in the current edition of the California Department of the Treasury's Listing of approved sureties? Yes _____ No _____

List surety's A.M. Best Rating: _____

What is Bidder's total bonding capacity? _____

What percent does Bidder pay for bonds? _____

14. At any time during the past five (5) years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm's behalf in connection with a construction project, either public or private?

Yes _____ No _____

If yes, attach description of each instance including details and provide surety's name and contact information.

PART C: EXPERIENCE OF PRIME CONTRACTOR

The unique nature of this Project requires prior similar experience for the firm and the Key Personnel assigned. Summarize similar project experience below and provide the detailed project information requested:

Prime Contractor. List **five (5)** public agency projects of similar nature and complexity, completed within the past **five (5)** years (**examples of applicable projects**), with a contract dollar amount of at least \$ _____ each, or \$ _____ in the aggregate, and indicate who were the superintendent and project manager. (This may be provided on separate sheets.)

<u>Project Name/Public Agency</u>	<u>Construction Cost</u>	<u>Year Completed</u>	<u>Name of Project Superintendent</u>	<u>Name of Project Manager</u>

List Key Personnel that will be assigned to this proposed Contract:

Project Manager: _____

Project Superintendent: _____

Attach resumes of these key personnel in accordance with the information listed in Paragraph 2.B of Document 00 45 13.

Recent Projects.

Bidder shall provide information about **five (5)** of its most currently completed projects. Names and references must be current and verifiable. If a separate sheet is used, it must contain all of the following information:

1. Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name and phone number): _____

Const. Mgr. Or Project Mgr. (name and phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Did Change Orders exceed 10% of original contract sum? _____ If yes, please explain on separate sheet.

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

2. Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name and phone number): _____

Const. Mgr. Or Project Mgr. (name and phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Did Change Orders exceed 10% of original contract sum? _____ If yes, please explain on separate sheet.

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

3. Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name and phone number): _____

Const. Mgr. Or Project Mgr. (name and phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Did Change Orders exceed 10% of original contract sum? _____ If yes, please explain on separate sheet.

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

4. Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name and phone number): _____

Const. Mgr. Or Project Mgr. (name and phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Did Change Orders exceed 10% of original contract sum? _____ If yes, please explain on separate sheet.

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

PROJECT TITLE
Project No.

5. Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and phone): _____

Architect/Engineer: _____

Architect/Engineer Contact (name and phone number): _____

Const. Mgr. Or Project Mgr. (name and phone number): _____

Description of Project, Scope of Work Performed: _____

Total Construction Cost: _____

Total Change Order Amount: _____

Did Change Orders exceed 10% of original contract sum? _____ If yes, please explain on separate sheet.

Original Scheduled Date of Completion: _____

Time Extensions Granted (number of Days): _____

Actual Date of Completion: _____

Number of Stop Notices filed by Subcontractors or Suppliers: _____

PART D: FINANCIAL INFORMATION

1. Has Bidder ever reorganized under the protection of bankruptcy laws?

Yes _____ No _____ If yes, please state when _____

2. If Bidder has had the general liability carrier identified in Document 00 45 14 (Bidder Registration and Safety Experience Form) for less than 5 years, please provide additional information below for balance of the last 5 years:

Agency Name: _____

Contact Name: _____

Phone Number: _____

Carrier: _____ A.M. Best Rating: _____

Carrier: _____ A.M. Best Rating: _____

Carrier: _____ A.M. Best Rating: _____

3. Has Bidder ever had insurance terminated or refused to renew by a carrier?

Yes _____ No _____

If yes, explain on a separate signed sheet marked with correlating cross-reference to this paragraph of the Questionnaire.

PART E: SURETY AND INSURANCE CAPABILITY

1. Has Bidder attached a letter from a surety duly licensed to do business in the State of California agreeing to provide the required bonds per paragraph 2.C of Document 00 4513?

Yes _____ No _____

2. Has Bidder attached a letter from an insurance company agreeing to provide insurance coverage per Paragraph 2.E. of Document 00 45 13?

Yes _____ No _____

PART F: LITIGATION HISTORY (Add additional sheets if necessary)

Bidder shall provide a description of construction project related litigation history for the past three years, including names of involved parties, nature of dispute, and disposition.

PART G: SAFETY PROGRAM AND HISTORY (Add additional sheets if necessary)

1. Provide a brief description of Bidder's safety programs implemented for construction projects:

2. For the past five (5) years, provide a history of all safety violations, injuries, and/or deaths associated with all of Bidder's projects:

PROJECT TITLE
Project No.

PART H: CERTIFICATION

Bidder hereby declares under penalty of perjury that all the information provided in this questionnaire is true and correct.

SIGNATURE

TITLE

-END OF DOCUMENT-