

County of Ventura

Public Works Agency

Engineering Services Department

800 South Victoria Avenue

Ventura, California 93009-1670



Todd Road Jail

Health and Programming Unit

Project No. 13401

Request for Qualifications for Design-Build Entity

Issued: January 16, 2018

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

Table of Contents

I. GENERAL INFORMATION	4
A. PROJECT INFORMATION	4
B. PROJECT DESCRIPTION	4
C. DEFINITIONS	4
D. SELECTION PROCESS	5
E. OBTAINING RFQ	5
F. RFQ BRIEFING CONFERENCE	5
G. QUESTIONS PROCEDURE	6
H. COMMUNICATION WITH THE AGENCY	6
I. SUMMARY SCHEDULE	6
J. LATE PROPOSALS	7
K. DBE RESPONSIBILITY OVERVIEW	7
L. AGENCY CONSULTANTS	7
M. LABOR COMPLIANCE	7
II. SOQ SUBMITTAL REQUIREMENTS	8
PROPOSAL MANAGER	8
SUBMITTAL REQUIREMENTS	8
CONTACT AND SUBMITTAL INFORMATION:	9
III. SOQ INSTRUCTIONS	10
A. PART A – QUESTIONNAIRE INSTRUCTIONS	10
B. PART B – EXPERIENCE INSTRUCTIONS	11
C. IDENTIFICATION OF DESIGN-BUILD ENTITY PROPOSAL MANAGER FORM	15
IV. STATEMENT OF QUALIFICATIONS	17
A. PART A - QUESTIONNAIRE	19
B. PART B – EXPERIENCE	46
PERSONNEL RESUME TEMPLATE	46
PROJECT PROFILE TEMPLATE	47
PROJECT REFERENCE TEMPLATE	48
WORKING RELATIONSHIP MATRIX	49
C. BASIS FOR SOQ SCORING	50

I. GENERAL INFORMATION

The Ventura County Sheriffs jail facilities have experienced operational challenges as a result of an increase in the inmate population with chronic medical and mental health needs. In order to address a critical lack of medical and mental health beds in the jail system, the County of Ventura Public Works Agency is partnering with the Ventura County Sheriff to construct a housing unit to specifically provide expanded treatment in a safe and secure environment.

A. PROJECT INFORMATION

- Project Name: Todd Road Jail Health and Programming Unit
- Location: 600 Todd Road, Santa Paula, California 93060
- Agency: County of Ventura
- Estimated Cost: \$50,000,000

B. PROJECT DESCRIPTION

The proposed project consists of the design and construction of a new standalone jail facility on county-owned land, adjacent to the existing County jail in unincorporated land near the city of Santa Paula in California. The new building will provide special use housing, medical and mental health treatment, a secure corridor to the existing jail, and support services.

The special use housing will provide approximately 64 beds for mental health and medical treatment. The housing unit will include programming space, recreation areas, day rooms, medical/mental health treatment space, visitation, medical mental health staff space and support service.

The project is partially funded under the SB 863 Adult Local Criminal Justice Facilities Construction Financing Program and the balance by the County of Ventura.

C. DEFINITIONS

The following “terms” are used throughout this RFQ and are defined as follows:

- "Best Value" means the value determined by objective criteria that may include, but not be limited to, price, features, functions, life cycle costs, experience, and other criteria deemed appropriate by the Agency and their management team.
- "Design-Build" means a selection process in which both the design and construction of a project are selected from a single entity.
- "Design-Build Project" means a capital outlay construction project using the Design-Build project delivery method.
- “Design Build Entity” (“DBE”) means a partnership, joint venture, corporation, or other legal entity that is able to provide appropriately licensed contracting, registered architectural, and licensed engineering services as needed.
- "Bridging Documents" means the performance criteria, any concept drawings, the form of contract, and all other documents and information that serve as the basis on which proposals will be solicited from the Design-Build Entities.

- "Design-Build Team" means the Design-Build Entity itself and the individuals and other entities identified by the DBE as members of its team.
- "Agency" means the County of Ventura, inclusive of the Public Works Agency and the Sheriff's Office

D. SELECTION PROCESS

The Agency is utilizing a two phased process for the identification and selection of the DBE for this Project.

Phase 1: Request for Qualifications (RFQ): Interested design-build entities shall submit a Statement of Qualifications (SOQ) as further defined in this RFQ. The SOQ's received in accordance with this RFQ will be reviewed and scored. A shortlist of firms will then be invited to participate in the Phase 2 Request for Proposal process.

Phase 2: Request for Proposals (RFP): The design-build entities that are shortlisted will be invited to participate in Phase 2, and will receive the RFP. The RFP will be a detailed description of the Agency's expectations for the Project, including the Project's design and performance criteria, administrative details, known site conditions and other pertinent project information, as well as a sample of the Design-Build Agreement.

E. OBTAINING RFQ

Interested design-build entities may obtain the RFQ package, Questionnaires, and other pertinent information on the Project website, see below:

www.vctrjhpu.org

F. RFQ BRIEFING CONFERENCE

An RFQ Briefing Conference is scheduled for Wednesday, January 31, 2018 at 9:00 AM. The conference is intended to review the RFQ process, submittal requirements and prequalification evaluation criteria. Attendees will be allowed to ask questions at this conference. Oral responses given at this conference are not binding to the Agency. Only responses and clarifications issued via formal written addenda shall be binding. All design-build –entities proposing are encouraged to attend the Briefing Conference. Attendance is limited to a maximum of five (5) representatives from each company, including subcontractors.

The meeting will be held at: County of Ventura
Hall of Administration Building
800 South Victoria Avenue
Ventura, CA 93009-1670

Multi-Purpose Room

G. QUESTIONS PROCEDURE

Questions pertaining to this RFQ must be submitted in writing via e-mail to the County Project Manager noted in the Contact and Submittal Information section. Please submit all questions by the deadline, stipulated in the Summary Schedule below.

Copies of all questions submitted by design-build entities, and subsequent answers will be distributed on the date indicated in the Schedule Summary below to all Design-Build Entities.

H. COMMUNICATION WITH THE AGENCY

Under no circumstances are any of the prospective design-build entities or anyone on the design-build entity teams to contact, discuss with, or inquire of any Agency consultant, employee, elected official or member of the RFQ/P Review Technical Advisory Committee on any matter relating to this solicitation process. This requirement is to ensure that the same information is received by all interested parties and no inconsistent, incomplete or inaccurate information is communicated. Information obtained outside this prequalification process cannot be relied upon.

Unauthorized contact of any individual as described above may be cause for rejection of the design-build entities Statement of Qualifications or Proposal. All inquiries concerning this solicitation shall be directed to the County Project Manager.

I. SUMMARY SCHEDULE

Phase 1: RFQ Process	Due Date	Due Time (PST)
Agency issue RFQ	01/16/18	3:00 PM
Submit Identification of DBE Proposal Manager	01/25/18	2:00 PM
RFQ Briefing Conference	01/31/18	9:00 AM
Cut-off date for written questions from DBE's	02/09/18	2:00 PM
Agency distribute responses to written questions	02/13/18	3:00 PM
Statement of Qualifications submission Due Date	02/22/18	2:00 PM
Announce three highest scoring DBE's	03/09/18	3:00 PM

Phase 2: RFP Process**	Due Date	Due Time (PST)
RFP issued to three highest scoring DBE's	04/02/18	3:00 PM
Proposal submission Due Date	05/25/18	2:00 PM

**note: The Phase2: RFP Process Timeline is subject to change. Dates shown here are from informational purpose only as to the County's anticipated schedule. These dates may be revised.

J. LATE PROPOSALS

Late proposals shall be rejected and returned to the proposer. This deadline is absolute and proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures proposals will be delivered to the correct location by the due date and time.

K. DBE RESPONSIBILITY OVERVIEW

The Design-Build Entity will be responsible for all applicable agency approvals including but not limited to planning, design, engineering, permits, construction, start-up and testing, coordination of commissioning by Agency's third party commissioning agent, installation of furniture and equipment and activation coordination for the Project. The DBE will be responsible for all surveying and geotechnical/corrosion investigation needed for the design of the project, and existing utility and subsurface conditions investigations needed to confirm site conditions.

L. AGENCY CONSULTANTS

The Agency has retained the services of DLR Group/Kitchell CEM to prepare bridging documents for the project and to provide Construction Administration services. The DBE will be expected to work collaboratively with DLR Group/Kitchell CEM and the Agency.

Any consultant firms and/or individuals who are, or have been, involved in the preparation of this RFQ or who are employees of DLR Group/Kitchell CEM will not be allowed to participate on any Design-Build team in any capacity on this Project.

The Agency may also retain additional consultants to assist with the Project as it deems necessary.

M. LABOR COMPLIANCE

The successful DBE including the General Contractor and all subcontractors must comply with the provisions of State Senate Bill 854 (Stat. 2014, chapter 28), which became effective January 1, 2015. Including the following:

- 1) No contractor or subcontractor may be listed on a bid proposal for public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)]
- 2) No contractor or subcontractor may be awarded a contract for public works on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- 3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

II. SOQ SUBMITTAL REQUIREMENTS

PROPOSAL MANAGER

Each design-build entity interested in submitting a SOQ shall designate one (1) Individual as it's Proposal Manager who will be responsible for all communications with the Agency during the RFQ and RFP process. The design-build entity shall submit to the Agency a completed Identification of Design-Build Entity Proposal Manager form (section III, C).

The Identification of Design-Build Entity Proposal Manager form naming the Proposal Manager must be received no later than five working days prior to RFQ Briefing Conference

The design-build entities Proposal Manager shall be the single point of contact for questions, inquiries, clarifications, and correspondence during the entire RFQ and RFP process. Any substitution of design-build entities Proposal Manager during the RFQ and/or RFP processes shall be made in writing to the Agency using a new Identification of Design-Build Entity Proposal Manager form.

SUBMITTAL REQUIREMENTS

Statement of Qualifications shall be submitted in accordance with the following requirements. The submittal shall use no less than 11 pt. font and shall be on 8-1/2 x 11 inch page size. Each submittal shall contain the following tabbed sections:

- Cover letter (limited to 1 page)
- Title Page
- Table of Contents
- Tab 1 - Part A: Questionnaire:
 - Section I: Information on DBE and Primary Team Members
 - Section II: Essential requirements for the DBE
 - Section III: Questions for DBE Primary Team Members
 - Section IV: Financial Questions for the Design Builder
(Audited Financial Statements to be provided in separate sealed envelope)
 - Signed Certification for each DBE Primary Team Member
- Tab 2 - Part B: Experience:
 - Section I: Narrative and Organization Chart (limited to 3 pages)
 - Section II: Personnel Resumes (limited to 2 pages each per resume)
 - Section III: Project Profiles (limited to 2 pages each per project)
 - Section IV: Project Profile Team Matrix
 - Section V: Project References
 - Section VI: Project Approach to Management Plan (limited to 8 pages)
- Tab 3 - Appendix:
 - Letter from Surety
 - Letter(s) from Insurance Carriers

CONTACT AND SUBMITTAL INFORMATION:

All Information requests must be directed to the County Project Manager noted below:

Matt Ehret
Project Manager
Engineering Services Department
(805) 654-3801
Matthew.Ehret@ventura.org

The DBE shall provide four (4) hard copies of their SOQ response, one (1) electronic file copy of the SOQ response in PDF-format on a thumb drive and one (1) original copy of their Audited Financial Statements in a sealed envelope identifying the DBE firm name and address.

SOQ submissions must be received at:

County of Ventura
Public Works Agency
Engineering Services Department
800 South Victoria Avenue
Ventura, CA 93009-1670
Attention: TRJ HPU Statement of Qualifications

Submitting firms are responsible to ensure their submittal is physically received by Agency prior to the stated time and date. Postmarks are not adequate. No fax or email copies will be accepted. Submittals received after the specified time and date will not be considered and will be returned unopened to the sender.

Agency is not responsible for any costs that design-build entities may incur to complete the prequalification process.

III. SOQ INSTRUCTIONS

The Design-Builder and the Architect of Record will not be allowed to participate in any capacity as a member of more than one Design-Build team. There are no such participatory restrictions on other team members.

Design-Build team members listed in response to the RFQ are expected to be listed by the DBE in their Request for Proposal. Design-Build Entities must submit requests to substitute team members for good cause to the Agency in writing for approval. Design-Build team member substitution requests may cause the Agency to re-evaluate a DBE's being short listed and may cause the Agency to rescind a DBE's invitation to participate in the RFP process and offer an invitation to participate in the RFP process to another DBE.

The Phase 1 evaluation criteria to prequalify prospective design-build entities shall consist of two (2) parts:

- PART A – QUESTIONNAIRE
- PART B – EXPERIENCE

A. PART A – QUESTIONNAIRE INSTRUCTIONS

Design-Build Primary Team: Each responding design-build entity must submit qualifications for the DBE as a General Contractor properly licensed in California and an Architect, properly registered / licensed in California. The DBE's Architect shall be required to complete the design and serve as the Architect of Record for the Project

DBE's must complete and submit qualifications regarding their Primary Team as described in the attached PART A Questionnaire consisting of the following four (4) Sections:

- Section I:** Identification of DBE and Primary Team Members – Not Scored
- Section II:** Essential requirements for the DBE – Pass/Fail
- Section III:** Questions for DBE Primary Team Members - Scored
- Section IV:** Financial Questions for the Design Builder - Scored

If the information requested for the DBE and Architect of Record is not provided in accordance with the requirements of Part A Section I or if the DBE receives a "Fail" grading in Section II, then the DBE will receive a score of "Fail" and no further scoring of Part A will be made.

Each of the DBE's Primary Team Members must complete and sign a certification form included in the Part A Questionnaire.

B. PART B – EXPERIENCE INSTRUCTIONS

Each design-build entity submitting qualifications shall provide evidence that establishes the design-build entity and its primary team members have completed, or demonstrate the capability to complete, projects of similar size, scope, schedule and complexity and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the Project.

The design-build entity and its primary team members' experience will be evaluated for the relative merit and responses to the following sections:

Narrative and Organization Chart: The information requested in this section is intended to provide the selection team an understanding of the DBE's staffing rationale and how they propose to organize their team to successfully execute the project.

The DBE shall describe why this particular team has been assembled for this particular Project. List proposed key DBE personnel that will be assigned to, and responsible for, completion of the work on this Project and indicate their roles and responsibilities. Include an organization chart (or charts) for design and construction operation primary team members as identified in Personnel Resumes section below. The Narrative and Organization Chart shall be limited to three (3) pages. A folded 11 x 17 sheet may be used for the organization chart and will count as one page.

Personnel Resumes: The information requested in this section is intended to allow the selection team to evaluate the experience and skills of the Key Personnel on the DBE's team and assess their ability to successfully execute the design and construction of the Project.

Submit resumes of key personnel who will be assigned to this Project and who will contribute a significant effort to its design and construction. Clearly identify experience demonstrated by projects on similar size, scope, schedule and complexity to the Project including experience with Correctional Projects, County Jails or Local Jails and experience on design-build projects. Projects completed by key personnel while employed for other firms may be listed but must be so identified. Identify significant experience or attributes which will be useful on this Project. Personnel resumes shall be limited to two (2) pages in length for each resume and must respond to each line item contained on the resume template attached.

Resumes will be required for the following team members at a minimum:

- a. DBE:**
1. Project Executive (Prime contracting authority)
 2. Design Principal
 3. General Construction Principal
 4. DBE Project Director (Primary point of contact)

- b. Design Team:**
1. Design Project Manager
 2. Architect of Record
 3. Civil Engineer
 4. Structural Engineer
 5. Mechanical Engineer
 6. Electrical Engineer
 7. Plumbing Engineer
 8. Security Electronics

- c. Construction Team:**
1. Project Manager
 2. General Superintendent
 3. MEP Superintendent
 4. Quality Control Manager
 5. Safety Manager

Please Note: Additional Team member resumes may be submitted for clarity of team composition, only the resumes for the positions noted above will be scored.

Project Profiles: The information requested in this section is intended to permit the selection team to review experience and actual results of the teams and team member's ability to successfully design and construct projects similar in nature and complexity to the Project.

The Contractor and Architect of Record shall provide design or construction project profiles for a maximum of five (5) independent projects each having been completed within the last 10 years or are currently under construction and at least 50% completed. Project Profiles shall be limited to two (2) pages in length for each project and must respond to each line item contained on the project profile template attached.

Projects are to demonstrate the team's design and construction experience on similar projects in terms of significant new construction, critical schedules, complexity, scope, function, size, cost control, dollar value, and design-build experience.

A. Design Experience:

The DBE Architect of Record shall submit a maximum of five (5) project profiles representative of the AOR's ability to design projects of similar size, scope, character and complexity to this Project.

- At least two (2) of the projects must be in California.
- All projects must have been completed within the last ten (10) years or are currently under construction and at least 50% complete.
- At least two (2) projects must have a construction cost in excess of \$40 million dollars.
- At least two (2) projects must have utilized the Design-Build delivery method.

B. Construction Experience:

The DBE General Contractor shall submit a maximum of five (5) project profiles representative of the General Contractor's ability to provide construction of projects of similar size, scope, character and complexity to this Project.

- At least one (1) of the projects must be in California.
- All projects must have been completed within the last ten (10) years or are currently under construction and at least 50% complete.
- At least three (3) projects must have a construction cost each in excess of \$40 million dollars.
- At least three (3) projects must have utilized the Design-Build delivery method.

For each project, complete the Project Profile Template attached. Each profile is limited to two (2) pages and must include a response to all line items of the template for each project presented. Additional information, photos and other graphic materials may be included. Include a narrative addressing the significant features for each project and a brief statement indicating the relevance of the referenced project to this Project. Indicate the degree of involvement by key construction personnel being proposed for this Project.

Working Relationship Matrix: The information requested in this section is intended to provide the selection team an understanding of the proposed members' experience and ability to function as a team at the outset of the project due to prior existing working relationships established on previous projects.

The DBE shall select up to ten (10) projects from the Project Profile Templates submitted and list them on the Working Relationship Matrix provided in Part B. For each position listed on the Matrix indicate whether the firm or a key individual being proposed for this Project had a significant role in the project's success by placing a "mark" in the appropriate box.

Project References: The information requested in this section is intended to permit the selection team to validate actual performance of the firm and/or individual team members on a given project. List on the Project Reference Template form each project for which a Project Profile Template is being submitted under Section III. For each project listed identify the Project Name, Firm Name, and Agency Contact Name along with Contact's Title, Phone Number, E-mail Address and Relationship to the Project. The Agency Contact should be someone intimately familiar with the firm's involvement in the listed project.

The Agency intends to contact those individuals listed as references by the DBE team members and points will be assigned based upon verification that the DBE's characterization of its involvement in the project is accurate and their overall assessment of the quality of the services provided, specifically including design of the facility to meet its intended purpose, function of the facility, project management, cost of the

facility in relation to budget, schedule control, quality, and commissioning.

It is the DBE's responsibility to verify that all references listed can be reached by telephone. **If a reference cannot be located based upon the information provided by the DBE, then the Agency will not score the listed project for this Section.**

The Agency, at its sole discretion, may choose to contact other references including those listed on the project profiles presented in the DBE's Statement of Qualifications.

Project Management Approach: The information requested in this section is intended to provide the selection team an understanding of how the DBE intends to manage the design and construction of the project and why their specific approach is best suited to achieve success on the project.

Describe the DBE's approach to managing this Project and include the DBE's philosophy and methodology regarding design-build. This section is limited to eight (8) pages. The DBE shall demonstrate its understanding of how the design-build process will achieve best value for Agency by describing how successful delivery strategies and lessons learned on previous similar projects will be utilized on this project to achieve best value and timely project delivery. The DBE shall also discuss their process and procedures for integrating the Agency stakeholders in the design-build process throughout design and construction and to ensure the stakeholder critical features are incorporated in the Project.

**C. IDENTIFICATION OF DESIGN-BUILD ENTITY PROPOSAL
MANAGER FORM**

County of Ventura
Todd Road Jail Health and Programming Unit
600 Todd Road Santa Paula, CA 93060
Project No. P6T13401

Identification of DBE Proposal Manager

Name of DBE: _____

Proposal Manager: _____

Title: _____

Firm/Company: _____

Address _____

Telephone No.: _____ **Fax No.:** _____

Email Address: _____

E-mail a copy of this form to:

County of Ventura
Engineering Services Department
800 South Victoria Avenue
Ventura, CA 93009-1670
(805)654-2039
PWA_vctrjhpu@ventura.org

Note: Any substitution of DBE's Proposal Manager during the RFQ and RFP process shall be made in writing to and approved by the Agency and shall subject the DB Entity to re-evaluation. Submit a written request for substitution to the persons indicated above.

IV. STATEMENT OF QUALIFICATIONS

County of Ventura
Todd Road Jail Health and Programming Unit
600 Todd Road Santa Paula, CA 93060
Project No. P6T13401

Request for
Design-Build Entity Qualifications

Statement of Qualifications

Part A - Questionnaire

Section I: Information on DBE and Primary Team Members

Section II: Essential requirements for the DBE

Section III: Questions for DBE Primary Team Members

Section IV: Financial Questions for the Design Builder

A. PART A - QUESTIONNAIRE

SECTION I. IDENTIFICATION OF DBE AND PRIMARY TEAM MEMBERS

DBE Contact Information:

Name: _____
Contact Person: _____
Address: _____

Phone: _____ Fax: _____

Architect of Record Contact Information:

Name: _____
Contact Person: _____
Address: _____

Phone: _____ Fax: _____

Todd Road Jail Health and Programming Unit
 Request for Qualifications for DBE

Additional DBE Member(s) (List any Additional DBE Team Members being pre-qualified)		
Discipline	Firm Name	Legal Entity (i.e. corporation, partnership, sole proprietor)

SECTION I (A) INFORMATION ABOUT THE DESIGN-BUILDER

1. Name of Design-Builder: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Design-Builder currently employ? _____
- 5 (a) If the Design-Builder is a corporation, provide the following:
Provide information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% ownership
CEO			
President			
Secretary			
Treasurer			

- 5 (b) If the Design-Builder is a sole proprietorship, please complete the following:

Agency	Years as Agency

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

5 (c) If the Design-Builder is a joint venture or partnership, provide the following for each member of the joint venture or each partner.

(Attach additional pages if necessary)

Name of Individual Or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% ownership Interest

6. Has there been any change in ownership of the Design-Builder during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

7. Is the Design-Builder a subsidiary, parent, holding company or affiliate of another construction firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an agency, 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 Design-Builder's gross revenues for each of the last three years:

YEAR: _____ YEAR: _____ YEAR: _____
 \$ _____ \$ _____ \$ _____

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

9. List all California contractor license numbers, classifications and expiration dates currently held by the Design-Builder:

License Number	Trade Classification	Date Issued	Expiration Date

10. Has the Design-Builder changed names or license numbers in the past five years?

Yes No

If "yes," explain on a separate page.

11. Has any agency, CSLB qualifier or corporate officer of the Design-Builder operated as a contractor under any other name or license number (not listed in 9 above) in the last five years?

Yes No

If "yes," explain on a separate page.

12. Surety Information for Design-Builder:

Bonding Co. /Surety: _____

Surety Agent: _____

Agent Address: _____

Telephone No.: _____

E-mail Address: _____

13. List all other sureties (name and full address) that have written bonds for the Design-Builder during the last five years, including periods during which each wrote the bond:

Surety	Address	Periods of Coverage

SECTION I (B) INFORMATION ABOUT THE ARCHITECT OF RECORD

The Architect of Record is the licensed Architect who will have primary responsibility for design work under the contract. Attach copies if more than one Architect of Record.

1. Provide the following information:
 Name of Architect of Record: _____
 Registration / License Number: _____
 Years in Practice: _____
2. Date of company formation or incorporation: _____
3. State of formation or incorporation: _____
4. How many persons does the Architect of Record's firm currently employ? _____
- 5 (a) If the Architect of Record's firm is a corporation, provide the following information for each officer of the corporation and individuals who own 10% or more of the corporate stock.

Position	Name	Years with Co.	% ownership
CEO			
President			
Secretary			
Treasurer			

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

5 (b) If the Architect of Record's is a sole proprietorship, complete the following:

Agency	Years as Agency

5 (c) If the Architect of Record's firm is a joint venture or partnership, provide the following information for each member of the joint venture or each partner.

Name of Individual or Entity	Principal Contact	Position	Years with Joint Venture/ Partnership	% ownership Interest

6. Has there been any change in ownership of the Architect of Record's firm during the last three years?

(NOTE: A corporation whose shares are publicly traded is not required to answer this question with regard to public trades.)

Yes No

If "yes," explain on a separate page.

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

7. Is the Architect of Record's firm a subsidiary, parent, holding company or affiliate of another firm?

(NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an agency, partner, or officer of your firm holds a similar position in another firm.)

Yes No

If "yes," explain on a separate page.

8. Has any corporate officer or agency of the Architect of Record's firm worked for any other architectural or engineering firms in the past five years?

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

Yes No

If "yes," explain on a separate page

9. Has the Architect of Record's firm changed names in the past five years?

Yes No

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

CERTIFICATION

NOTE: All Primary Members of the DBE Team must complete and sign a copy of this Certification form.

I, the undersigned _____, certify and declare that I have read all the foregoing answers to this Pre-Qualification Questionnaire; that all responses are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

(Signature)

(Printed name)

(Place of Execution)

(Date)

(Firm Name)

SECTION II ESSENTIAL REQUIREMENTS FOR THE DBE

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.
- All current officers of a Design-Builder which is a corporation.
- All current partners of a Design-Builder which is a partnership.
- All current joint ventures of the joint venture Design-Builder which is seeking prequalification.

1. Does the Design-Builder and each proposed Subcontractor possess a current California contractor's license for the project for which it intends to submit a proposal or intend to obtain a license before commencing work?

Yes No

Yes = Pass

No = Fail

2. Does the Design-Builder have a liability insurance policy with a policy limit of at least **\$2,000,000** per occurrence, **\$4,000,000** aggregate and **\$10,000,000** in excess liability from a California admitted company?

Yes No

Yes = Pass

No = Fail

If yes, provide the following information. (Attach a separate page if more than one policy)

Insurance Company: _____

Policy Number: _____

Policy Limit per Occurrence: _____

Aggregate Policy Limit: _____

Attach a letter from your insurance carrier confirming limits.

3. Does the Design-Builder and each proposed Subcontractor have current California workers' compensation insurance policies as required by the Labor Code or are legally self-insured pursuant to Labor Code sections 3700 et. seq. or do they intend to obtain such insurance prior to commencing work?

Yes No

Yes = Pass

No = Fail

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

If yes, provide the following information. (Attach a separate page if more than one policy)

Insured: _____
Insurance Company: _____
Policy Number: _____

4. Has the latest copy of an audited financial statement (no more than two years old) with accompanying notes been attached for the Design-Builder or each member of the Design-Builder? (An audited financial statement with accompanying notes of a parent company guarantor may be substituted. A financial statement that is not audited is not acceptable. A letter verifying availability of a line of credit is not a substitute for the required financial statement.)

Yes No

Yes = Pass
No = Fail

5. Has a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California been attached, which states that the Design Builder's current bonding capacity is sufficient to provide payment and performance bonds in the amount of 100% of the contract total? (Statement must be from the surety company, not an agent or broker.)

Yes No

Yes = Pass
No = Fail

6. Has any contractor license held by the Design-Builder or its associates, the General Contractor Member(s) of the Design-Builder or their associates, or any of the proposed Subcontractors or their associates, been revoked or suspended within the last five (5) years?

Yes No

Yes = Fail
No = Pass

7. Has a surety firm completed a contract or paid for completion of a contract on behalf of any member of the DBE because they were terminated by the project agency within the last five (5) years?

Yes No

Yes = Fail
No = Pass

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

8. Within the last five years was the Design-Builder, the General Contractor Member(s) of the Design-Builder or any proposed Subcontractor been declared ineligible to bid on a public works contract, to be awarded a public works contract, or to perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes No

Yes = Fail
No = Pass

9. Has any member of the DBE (contractors, architects, engineers, subcontractors or others) or any member's associates, ever been convicted of a crime involving the awarding of a contract for a government project, or the bidding or performance of a government contract within the last five (5) years?

Yes No

Yes = Fail
No = Pass

10. Do all Architects and Engineers who are expected to work on the project possess current California professional registrations / licenses for the architectural and engineering services which they intend to provide?

Yes No

Yes = Pass
No = Fail

11. Are all Principal Architect/Engineers covered by a professional liability insurance policy with a policy limit of at least **\$2,000,000** per occurrence and **\$4,000,000** aggregate from a California admitted company that provides coverage for work on a design-build contract?

Yes No

Yes = Pass
No = Fail

If yes, provide the following information. (Attach a separate page if more than one policy)

Insurance Company: _____
Policy Number: _____
Policy Limit per Occurrence: _____
Aggregate Policy Limit: _____

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

12. Has any professional registration held by any Architect who will provide services been revoked at any time in the last five years?

Yes No

Yes = Fail
No = Pass

13. Has any professional license held by any Engineer who will provide services been revoked at any time in the last five years?

Yes No

Yes = Fail
No = Pass

14. Does the Design-Builder, the General Contractor Member(s) of the Design-Builder and each proposed Subcontractor seeking prequalification, know and understand their obligations regarding the employment of apprentices on public works under Labor Code section 1777.5 and California Code of Regulations, Title 8, section 230.1, and do they intend to comply with these requirements, including the requirement, if applicable, to request the dispatch of apprentices from an apprenticeship program approved by the California Apprenticeship Council?

Yes No

Yes = Pass
No = Fail

15. Will the Design-Builder ensure that its subcontractors responsible for specialty construction work use only qualified skilled labor personnel (such as carpenters, heat and frost insulators, asbestos workers, boilermakers, iron shop builders, blacksmiths, forgers, bricklayers, electrical workers, elevator constructors, iron workers, plumbers, pipe fitters, plasterers, cement masons, painters, roofers, water proofers, sheet metal workers) and other such skilled labor as may be required by the work of the project to perform such work?

Yes No

Yes = Pass
No = Fail

SECTION III. SCORED QUESTIONS FOR THE DBE PRIMARY TEAM MEMBERS

SECTION III (A) SCORED QUESTIONS FOR THE DESIGN-BUILDER

The term "Associates" shall mean all of the following:

- The current qualifiers for all current Contractors State License Board contracting licenses held by the Design-Builder.
- All current officers of a Design-Builder which is a corporation.
- All current partners of a Design-Builder which is a partnership.
- All current joint ventures of the joint venture Design-Builder which is seeking prequalification.

A-1 How many years has the Design-Builder been licensed in California?

Years: _____

- 5 years or less – 0 points**
- 6 years = 1 point**
- 7 years = 3 points**
- 8 years + = 5 points**

A-2. Is the Design-Builder or its associates currently the debtor in a bankruptcy or receivership case?

Yes No

- Yes = 0 points**
- No = 10 points**

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

A-3. Has the Design-Builder or its associates ever been in bankruptcy or receivership at any time (This question refers only to a bankruptcy action that was not described in answer to question A-2, above)

Yes No

- Yes = 0 points**
- No = 10 points**

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____	_____	_____
Case Number	Bankruptcy Court	Date Filed

A-4. Has the Design-Builder, its associates, or managing employees ever been assessed liquidated damages of more than a total **\$30,000** on a construction contract with either a public or private agency?

Yes No

0 Project = 10 points
1 Project = 5 points
2 Projects = 2 points
More than 2 Projects = 0 points

If yes, explain on a separate page, identifying all such projects by agency, agency's address, name of entity against whom assessment was made, the date of completion of the project, total amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

A-5. Has the Design-Builder, its associates or managing employees ever been declared by an agency, or found by an arbitrator or court to be in default on a construction contract?

Yes No

Yes = 0 points
No = 10 points

If "yes," explain on a separate page.

A-6. Has the Design-Builder, its associates or managing employees, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes No

Yes = 0 points
No = 10 points

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the agency of the project, and the basis for the action.

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

A-7. Has the Design-Builder, its associates or managing employees ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible or responsive bidder?

Yes No

Yes = 0 points

No = 10 points

If “yes,” on a separate page identify the year of the event, the entity denied the award, the agency, the project, and the basis for the finding by the public agency.

(NOTE: The following two questions refer only to disputes between Design-Builders and agencies of projects. You need not include information about disputes with suppliers, other contractors, or subcontractors. You need not include information about “pass-through” disputes in which the actual dispute is between a subcontractor and a project agency.)

A-8. In the past five years has any claim in excess of **\$30,000** been filed in court, arbitration, or other dispute resolution proceeding against the Design-Builder or its associates concerning their work on a construction project?

Yes No

0 instance = 5 points

1 instance = 3 points

2 instances = 1 points

More than 2 instances = 0 points

If “yes,” on a separate page identify the claim(s) by providing the project name, date of the claim, name of the claimant, the name of the entity the claim was filed against, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

A-9. In the past five years has the Design-Builder or its associates made any claim in excess of **\$30,000** against a project agency concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

0 instances = 5 points

1 instance = 3 points

2 instances = 1 point

More than 2 instances = 0 points

If “yes,” on a separate page identify the claim by providing the name of claimant, the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a

brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- A-10. Has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Design-Builder or its associates due to non-payment or contractor losses?

Yes No

Yes = 0 points

No = 10 points

If “yes,” on a separate page give name of the insured, name the insurance carrier, the form of insurance, and the year of the refusal.

- A-11. Has the Design-Builder, its associates or managing employees ever been found liable in a civil suit or found guilty in a criminal action for, or legally admitted for the purpose of a criminal plea to making any false claim or material misrepresentation to any public entity?

Yes No

Yes = 0 points

No = 15 points

If “yes,” explain on a separate page, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date and the basis for the finding.

- A-12. Has the Design-Builder, its associates, or managing employees ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

Yes = 0 points

No = 15 points

If “yes,” explain on a separate page, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- A-13. Has the Design-Builder, its associates or managing employees ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

Yes = 0 points

No = 15 points

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

If “yes,” identify on a separate page, the person or persons convicted, the court and case number, the crimes, and the year convicted.

- A-14. Has there ever been a period of time when the Design-Builder or its associates had no surety bond in place during a public construction project when one was required?

Yes No

Yes = 0 points

No = 10 points

If yes, indicate the period during which no surety bonds were in place, name of entity without the surety bond, the name of project agency, and if coverage was denied, the date coverage was denied and the name of the company that denied coverage.

- A-15. Has CAL OSHA cited and assessed penalties against the Design-Builder, its associates or managing employee for any “serious,” “willful” or “repeat” violations of its safety or health regulations?

(NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.)

Yes No

0 instances = 10 points

1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If “yes,” on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, agency of project, and the amount of penalty paid, if any. State the case number and date of any OSHA decision.

- A-16. Has the Federal Occupational Safety and Health Administration cited and assessed penalties against the Design-Builder, its associates or managing employees?

(NOTE: If an appeal of the citation has been filed and the Appeals Board has not yet ruled, or if there is a court appeal pending, you need not include information about the citation.)

Yes No

0 instances = 10 points

1 instance = 5 points

2 instances = 2 points

More than 2 instances = 0 points

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, agency of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- A-17. Has the Environmental Protection Agency, any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either the Design-Builder, its associates, managing employees or the agency of a project during the time in which the preceding parties were performing on a contract?

(NOTE: If an appeal of the citation has been filed and there is no ruling yet, or if there is a court appeal pending, you need not include information about the citation.)

Yes No

0 – 1 instance = 5 points

2 instances = 3 points

More than 2 instances = 0 points

If "yes," on separate page describe the citations, the party against whom the citation was made, date of citation, nature of the violation, project on which the citation was issued, agency of project, and the amount of penalty paid, if any. State the case number and date of any decision.

- A-18. How often does the Design-Builder require documented safety meetings to be held for construction employees and field supervisors during the course of a project?
-

At least once a week = 10 points

Once every two weeks = 5 points

Less than every two weeks = 0 points

- A-19. List the Design-Builder's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

(NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.)

Year: 2014 EMR: _____

Year: 2013 EMR: _____

Year: 2012 EMR: _____

Average EMR for the past 3 years:

.85 or less = 10 points

Between .86 and 1.00 = 5 points

Greater than 1.00 = 0 points

If your EMR for any of these three years is 1.00 or higher, you may attach a letter of explanation.

- A-20. Has there ever been a period when the Design-Builder or its associates had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

0 instances = 10 points

Greater than 0 instances = 0 points

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the Design-Builder

- A-21. Has there been more than one occasion in which the Design-Builder or its associates were required to pay either back wages or penalties for failure to comply with the state's prevailing wage laws?

Yes No

0 instances = 10 points

1 to 2 instances = 5 points

3 instances = 2 points

More than 3 instances = 0 points

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed, the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

- A-22. Has there been more than one occasion in which the Design-Builder or its associates were penalized or required to pay back wages for failure to comply with the Federal Davis-Bacon prevailing wage requirements?

Yes No

0 instances = 10 points

1 to 2 instances = 5 points

3 instances = 2 points

More than 3 instances = 0 points

If "yes," attach a separate page, describing the violator, nature of each violation, name of the project, date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that were assessed.

A-23. If the Design-Builder operates its own State-approved apprenticeship program, provide the following information on a separate page:

- (a) Identify the craft or crafts in which you provided apprenticeship training in the past year.
- (b) State the year in which each such apprenticeship program was approved, and attach evidence of the most recent California Apprenticeship Council approval(s) of your apprenticeship program(s).
- (c) State the number of individuals who were employed by your firm as apprentices at any time during the past three years in each apprenticeship and the number of persons who, during the past three years, completed apprenticeships in each craft while employed by your firm.

No scoring

A-24. Has the Design-Builder its associates been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?

Yes No

0 to 2 instances = 5 points
3 instances = 3 points
More than 3 instances = 0 points

If "yes," provide the date of the findings and attach a copy of the final decision.

Date of Findings: _____

A-25. Do agreements exist between the Design-Builder and registered apprenticeship programs which have been approved by the California Apprenticeship Council and have graduated apprentices for all apprenticeable crafts which may be employed by the Design-Builder on this project?

(This graduation requirement shall not apply to programs providing apprenticeship training for any craft that has not been deemed by the Department of Labor and the Department of Industrial Relations to be an apprenticeable craft within the period of October 1995 to October 2000.)

Yes No

Yes = 5 points
No = 0 points

PART III (A) - SCORED QUESTIONS FOR THE DESIGN-BUILDER
MAXIMUM POSSIBLE SCORE IS 225.

SECTION III (B) SCORED QUESTIONS FOR THE ARCHITECT OF RECORD

The Architect of Record is the Architect who will have primary responsibility for design work under the contract. Attach copies if more than one Architect of Record.

“Firm” shall mean the firm that employs the Architect of Record.

The nature of the project will dictate the discipline(s) of the Architect of Record (s). Attach additional copies if more than one Architect of Record.

Name of Principal Architect of Record: _____

Name of Firm: _____

B-1. How many years has the Architect of Record been licensed and practicing in California?

Years: _____

- 5 years or less = 0 points**
- 6 years = 3 points**
- 7 years = 5 points**
- 8 years + = 10 points**

B-2. Is the firm currently the debtor in a bankruptcy or receivership case?

Yes No

- Yes = 0 points**
- No = 10 points**

If “yes,” indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

B-3. Was the firm in bankruptcy or receivership at any time? (This question refers only to a bankruptcy action that was not described in answer to question C-2, above)

Yes No

- Yes = 0 points**
- No = 10 points**

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

If "yes," indicate the case number, bankruptcy court, and the date on which the petition was filed.

_____ _____ _____
Case Number Bankruptcy Court Date Filed

B-4. In the past five years has any claim in excess of **\$30,000** been filed in court, arbitration, or other dispute resolution proceeding against the Architect of Record or the firm concerning its engineering work on a project?

Yes No

0 instances = 10 points
1 instance = 5 points
2 instances = 2 points
More than 2 instances = 0 points

If "yes," identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

B-5. Has the Architect of Record 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?

Yes No

Yes = 0 points
No = 10 points

If "yes," explain on a separate page. State the name of the organization debarred, the year of the event, the agency of the project, and the basis for the action.

B-6. Has the Architect of Record or the firm or its managing employees ever been denied an award of a public works contract based on a finding by a public agency that they were not a responsible or responsive bidder as required by statute for all members of the DBE?

Yes No

0 instances = 10 points
1 instance = 5 points
2 instances = 2 points
More than 2 instances = 0 points

If "yes," on a separate page identify the year of the event, the entity denied the award, the

agency, the project, and the basis for the finding by the public agency.

- B-7. In the past five years has the Architect of Record or the firm made any claim in excess of **\$30,000** against a project agency concerning engineering work on a project and filed that claim in court or arbitration?

Yes No

0 to 1 instances = 5 points
2-3 instances = 3 points
More than 3 instances = 0 points

If “yes,” on separate page identify the claim by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court and case number, and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

- B-8. Has any insurance carrier, for any form of insurance, refused to renew an insurance policy for the Architect of Record or the firm based on non-payment or losses?

Yes No

Yes = 0 points
No = 10 points

If “yes,” on separate page give name the insurance carrier, the form of insurance and the year of the refusal.

- B-9. Has the Architect of Record or the firm or its managing employees ever been found liable in a civil suit or found guilty in a criminal action for, or legally admitted for the purpose of a criminal plea to making any false claim or material misrepresentation to any public agency or entity?

Yes No

Yes = 0 points
No = 10 points

If “yes,” on a separate page identify who was found liable or convicted, the name of the public agency, the court and case number, the date of the investigation and the grounds for the finding.

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

B-10. Has the Architect of Record or the firm ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

Yes = 0 points

No = 10 points

If "yes," on a separate page identify who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

B-11. Has the Architect of Record or the firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes No

Yes = 0 points

No = 15 points

If "yes," on a separate page identify who was convicted, the court and case number, the crimes and the year convicted.

B-12. Has the Department of Consumer Affairs taken any disciplinary action against the Architect of Record?

Yes No

Yes = 0 points

No = 15 points

If yes, please explain on a separate page.

**SECTION III (B)-SCORED QUESTIONS FOR THE ARCHITECT OF RECORD
MAXIMUM POSSIBLE SCORE IS 125**

SECTION IV. SCORED FINANCIAL QUESTIONS FOR THE DESIGN BUILDER

- A. Please fill in the following blanks based on the Design Builder's latest audited financial statement. If Design Builder is Joint Venture, Partnership, etc., combine assets and liabilities.

Current Assets: \$ _____
Current Liabilities: \$ _____
Total Net Worth: \$ _____
Current Ratio (Assets/Liabilities): _____
Working Capital (Current Assets - Current Liabilities): \$ _____

(Three years of audited financial statements for each member of the DBE are required, If Joint Venture, Partnership, etc., financial information shall be combined).

NET WORTH

Less than \$25 mil = 0 points
\$25 mil to \$49 mil = 5 points
\$50 mil to \$100 mil = 10 points
Greater than \$100 mil = 15 points

CURRENT RATIO

Less than 1.0 = 0 points
1 to 1.15 = 5 points
Over 1.15 = 10 points

WORKING CAPITAL

Less than \$10 mil = 0 points
\$10 mil to \$20 mil = 5 points
\$20 mil to \$40 mil = 10 points
Greater than \$40 mil = 15 points

Maximum Possible Points: 40

County of Ventura
Todd Road Jail Health and Programming Unit
600 Todd Road Santa Paula, CA 93060
Project No. P6T13401

Request for
Design-Build Entity Qualifications

Statement of Qualifications

Part B – Qualification Experience

Personnel Resume Template
Project Profile Template
Project Reference Template
Working Relationship Matrix

It is anticipated the templates in this section will be recreated for ease of use in preparing responses.

Please insure that all of the information on each template is provided in the exact sequence and format as it is on the template including elements in bold and the scoring criteria.

B. PART B – EXPERIENCE

PERSONNEL RESUME TEMPLATE

Maximum 2 pages per resume

Name _____ Title: _____

Firm: _____

Office Location: _____

Years of Experience: _____ **Years with this Firm:** _____

Education: _____

Active Registration, CA License Number or Credentials: _____

Awards _____

Responsibilities on this Project: _____

Experience: Identify relevant projects on which employee has worked. Include a brief description of the project and **specifically** identify employee’s roles, responsibilities and duration of involvement on the project.

Experience on similar projects: _____

Experience with Correctional Facilities: _____

Experience with projects designed and constructed in California: _____

Design-Build Experience: _____

Experience with Facilities Construction for Public Sector Clients (Identify California Projects):

Experience with energy efficiency/sustainable building design measures: _____

Other experience, training, education, and qualifications relevant to the proposed project: _____

Describe what makes this individual uniquely suited for this assignment? _____

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

PROJECT PROFILE TEMPLATE

Maximum 2 pages per project

Firm: _____

Firms Role on Project: _____

Project Name: _____

Location: _____

Project Description: _____

Firms Project Manager: _____

Personnel on project being proposed for this Project: _____

General Contractor (if not Firm): _____

Architect of Record (if not Firm): _____

Construction Manager: _____

Other Relevant Entities: _____

Project Type: _____ Gross Square Footage: _____

Scheduled Completion Date: _____ Actual Completion Date: _____

Explain Difference, if any: _____

Original Construction Contract Amount: _____ Final Construction Contract Amount: _____

Explain Difference, if any: _____

Delivery Method: _____

Sustainable Building Measures Incorporated: _____

Relevance to this Project: _____

Awards: _____

Project Agency: _____

Agency's Representative: _____

e-Mail: _____ Telephone: _____

**This form maybe reproduced/reprinted for use on each of the require project profiles
being submitted.**

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

PROJECT REFERENCE TEMPLATE

To be completed for each project listed in Project Profiles

DISCIPLINE:	
1	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
2	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
3	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
4	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:
5	PROJECT NAME:
	Reference Firm Name:
	Contact Name: Title:
	Phone Number: E-mail:
	Relationship to Project:

WORKING RELATIONSHIP MATRIX

	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>	<i>Project Name</i>
Project Executive										
Design Principal										
General Contractor Principal										
DBE Project Director										
Design Project Manager										
Architect of Record										
Design Architect										
Project Architect										
Project Manager										
Design Manager										
General Superintendent										
MEP Superintendent										
Quality Control Manager										
Project Controls Manager										
Safety Manager										

Check boxes to indicate on which projects team members have worked. If a member has not worked on a project leave the box blank.

C. BASIS FOR SOQ SCORING

PART A: QUESTIONNAIRE

Part A Questionnaire: Section I – Identification of the DBE and Primary Team Members

This part seeks information about the make-up of the DBE, and is for identification purposes only. There is no scoring value to this part.

Part A Questionnaire: Section II - Essential for the DBE

If the DBE is unable to correctly answer each of these questions, it will be disqualified regardless of the results of the scored questions. DBE will be disqualified if a “Fail” is received on any of the questions.

Part A Questionnaire: Section III (A) -Scored Questions for the Design-Build Entity

The maximum possible score for Section III (A) is 255. A minimum score of 160 must be attained or the Design-Builder will be rated as not qualified.

Part A Questionnaire: Section III (B) - Scored Questions for the Architect of Record

The maximum possible score for III (B) is 125. A minimum score of 85 must be attained or the Architect of Record will be rated as not qualified which in turn disqualifies the DBE.

Part A Questionnaire: Section IV - Financial Questions for the Design Builder

The maximum possible score for Section IV is 40 points.

PART B: EXPERIENCE

1. Narrative and Organizational Chart

The maximum possible score is 20 points based on Relevance to the Project.

2. Personnel Resumes

The maximum possible score is 240 total points for 15 resumes based on relevance to the Project. For Key Positions (identified in Bold) have a maximum score of 20 points per resume. All other scored resumes have a maximum score of 10 points per resume

Key Personnel Resumes:	9 resumes x 20 points (max) =	180 points
Other Required Resumes	6 resumes x 10 points (max) =	<u>60 points</u>
Total Maximum Score		240 points

3. Project Profiles

The maximum possible score is 100 total points for 10 project profiles based on relevance to the Project. Maximum points per profile = 10

4. Project Profile References

The maximum possible score is 100 points for 10 projects based on relevance to the Project. Maximum points per reference = 10

5. Working Relationship Matrix

The maximum possible score is 50 points.

6. Project Management Approach

The maximum possible score is 100 points based on relevance to the Project.

Todd Road Jail Health and Programming Unit
Request for Qualifications for DBE

Scoring Summary

Part A Questionnaire		
Section I: Information of DBE Primary Team Members		No Score
I (A) Information about Design Builder		No Score
I (B) Information about the Architect of Record		No Score
Section II: Essential Requirements for the DBE		Pass/ Fail
Section III: Scored Questions		
III (A) Scored Questions for the Design Builder	225	160
III (B) Scored Questions for Architect of Record	125	85
Section IV: Scored Financial Questions for the DBE	40	25
Part A Questionnaire Maximum Point Total	390	270 Min.
Part B Experience		
1. Narrative and Organization Chart	20	None
2. Required Personnel Resumes		
<u>Resumes with Weighted Scores</u>		
Project Executive	10	
Design Principal	10	
General Contractor Principal	10	
DBE Project Director	20	
Design Project Manager	20	
Architect of Record	20	
Design Architect	20	
Project Architect	20	
Project Manager	20	
Design Manager	20	
General Superintendent	20	
MEP Superintendent	20	
Quality Control Manager	10	
Project Controls Manager	10	
Safety Manager	10	
Total Maximum Points (Personnel Resumes)	240	
3. Project Profiles		
10 Projects @ 10 points maximum each	100	None
4. Project Profile References		
10 Projects @ 10 points maximum each	100	None
5. Working Relationship Matrix	50	None
6. Project Management Approach	100	None
Part B Experience Maximum Total Points	610	
PHASE 1: PARTS A&B MAXIMUM POINT TOTAL	1000	

End of Request for Qualifications