



Peralta Community College District

PRE-QUALIFICATION TO BID

Pre-Qualification No.: 14-15/11 Laney College BEST Center

The Board of Trustees of the Peralta Community College District (PCCD), Oakland, California, through the Office of Purchasing, is hereby requesting Pre-qualifications packages for the above mentioned project. All potential bidders must be pre-qualified in order to be able to bid on the Laney College BEST Center Project. All successful pre-qualified bidders will be invited to a mandatory pre-bid meeting once the formal bidding documents are available.

Pre-Qualification Information

Pre-Qualification Description	Laney College BEST Center Project
Pre-Qualification Number	14-15/11
Project Number	2437
Qualification Issued	February 1, 2015
Department	Purchasing Department
Scheduled Publication Dates	February 1, 2015 & February 10, 2015
Bidder's conference	There is no bidder's conference for the pre-qualification phase.
Pre-Qualification Due Date	February 27, 2015 at 11:00 AM
Submittal Address	Peralta Community College District Purchasing Department Attn: John Hiebert, Buyer 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) Original. Three (3) marked copies marked "Copy"
Submittal Envelope Requirements	Pre-Qualification must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none">• Pre-Qualification Number• Name of Your Company• Address• Phone Number

How to Obtain Pre-Qualification Documents

Copies of the Pre-Qualification documents may be obtained at:

Available	Location
Yes	Peralta Community College District Purchasing Department 501 5 th Avenue Oakland, CA 94606 Monday through Friday 9:00 AM to 4:00 PM P:(510) 466-7225
Yes	Website: www.peralta.edu Under "Quick Links", click "Business Opportunities" to download the Qualification packet.

Questions about the Pre-Qualification

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by email as follows:

Primary Contact	Gary Banks, Project Manager, gbanks@peralta.edu
Question/RFI	February 19, 2015 at 4:00 p.m.
Due Date	Please submit questions as soon as possible. No questions regarding the pre-qualification will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
Response Date	February 24, 2015 All pertinent questions will be responded to via addendum faxed (or emailed) to all prospective bidders, and placed on the District's website. Bidders who did not receive a copy of the addendum should download it from the District's website. See "How to Obtain Pre-Qualification Documents" section for our web address. All addendums must be acknowledged on the Statement of Bidder's Qualifications signature page.

Full Opportunity

The Peralta Community College District hereby affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE) shall be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award. Peralta Community College District reserves the right to reject any or all Qualifications, to waive any irregularities or informalities not affected by law, to evaluate the Qualifications submitted and to award the contract according to the Qualification which best serves the interests of Peralta Community College District.

Marie Hampton, Director of Purchasing

**REQUEST FOR PRE-QUALIFICATION OF BIDDERS COMMENCING
WITH FORTHCOMING BUILDING EFFICIENCY FOR A SUSTAINABLE TOMORROW (B.E.S.T.) CENTER
AT LANEY COLLEGE**

The Peralta Community College District (PCCD) has determined that all bidders for the **Building Efficiency for a Sustainable Tomorrow (BEST) Center at Laney College (Bid No. 14-15/11)** must be pre-qualified prior to submitting a bid. **It is mandatory that all Contractors who intend to submit a bid, fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by Peralta Community College District to be on the final qualified Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements.** If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

This is a Public Works project and will require payment of prevailing wages and participation in the District's Project Labor Agreement. In order to perform the work, Bidders at the time of the Bid Opening and for the duration of the project shall possess a valid California Contractor's Class B license and all stated certifications in order to qualify to perform the Work.

All bids shall be presented in accordance with the bid specifications for this project. Bid documents and specifications will be available for purchase at a time to be determined. Pre-qualification packages can be downloaded by visiting our website at www.peralta.edu under "Quick Links", click "Business Opportunities" .

DESCRIPTION OF PROJECT:

(Contract drawings are posted to the P.C.C.D. Purchasing website – FOR REFERENCE ONLY)

Program

The Building Efficiency for a Sustainable Tomorrow (BEST) Center at Laney College will train students in green construction practices and demonstrate principles for design and construction of Zero Net Energy buildings. The Center will support three learning opportunities, housed in three distinct structures. Two "Test Houses" support practical training for sustainable construction techniques (the Building Performance Institute or "BPI House") and alternate mechanical systems (Lab House). The "Passive Classroom", constructed adjacent is designed to meet net-zero energy use through a high-performance envelope and on-site renewables (photovoltaic panels).

Site Development

The site is located at the western boundary of Laney College along East 10th Street in an area currently occupied by tennis courts. Construction will occupy the space of two of these courts with adjacent site area developed to meet sustainability goals and to meet access requirements. Site development includes demolition of paving, fencing and related site elements; grading to accommodate access and stormwater detention; connection to existing utilities; and new paving and landscape materials.

Architecture

The two Test Houses are each approximately 1250 gross square feet and the Classroom is approximately 2500 gross square feet. All structures are single story constructed above a crawl space and with some loft

area for mechanical equipment. The three structures are connected by a raised deck, accessed by ramps and stairs.

By code analysis, the project is Type V-B Non-Sprinklered. Construction is steel on concrete piers and grade beams with wood framed exterior walls. Primary cladding materials include for all three structures includes both composite and fiber-cement siding, fiberglass doors and windows, with polyvinyl-chloride (PVC) roofing. Interior finishes include ceramic tile, resilient flooring, carpet tile, and painted gyp board walls and ceilings.

As teaching environments, the two Test Houses are designed for minimum code compliance, reflecting typical conditions that might be encountered in market-rate housing. By contrast, Classroom will be constructed to “Passivhaus” standards. This system requires ultra-low energy performance, achieved by a highly insulated perimeter, minimal thermal bridging, and an excellent level of air-tightness.

Building Systems

The Classroom HVAC system employs a three-stage approach in order to maintain necessary ventilation and temperature levels. The first stage, a fully passive strategy, will include natural ventilation throughout the building. The second stage will incorporate a radiant ceiling coupled with solar thermal panels and a Variable Refrigerant Flow (VRF) Multi-Split System to address the cooling and heating needs based on the season. Also within Stage 2, a heat recovery ventilation unit will provide outdoor air for occupants. Stage 3, only used during peak conditions, uses the VRF Multi-Split System with ducted fan coil units to address heating and cooling loads.

In order to achieve Net Zero Energy, the building must produce as much energy as the systems consume. Based on an assumed 40 Energy Use Index, a 29kW photo-voltaic system is expected to annually supply about 36,600 KWh, meeting net-zero demands for the Classroom Building.

Third-party Certification

Certification under the US Green Building Council's “Leadership in Energy and Environmental Design” (LEED®) system is a project requirement. The District has retained a LEED Administrator and a Commissioning Agent to support this effort. The General Contractor selected for this project should demonstrate experience with the certification process and will expected to provide information required to achieve the Construction Credits indicated on the attached LEED Checklist.

In addition, the Classroom Building will certify in the “Passivhaus” system described above. To qualify, the building air barrier is validated by a “blower door test”, the energy model must be approved, and construction must be consistent with the plans. These features are reviewed by an independent certifying agent who will commission the building at completion, and award certification.

Engineer's Estimate: \$3.5M

Construction Period: May 2015 thru April 2016

QUESTIONNAIRE

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. PCCD will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. PCCD reserves the right to check other sources available. PCCD's decision will be based on objective evaluation criteria.

PCCD reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist in determining bidder responsibility prior to bid and to aid in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The pre-qualification packages with supporting documentation, where requested, should be submitted under seal and marked "CONFIDENTIAL" to:

John Hiebert
Purchasing Department
Peralta Community College District
501 5th Avenue
Oakland, CA 94606

The pre-qualification packages (questionnaire answers, financial statements and surety letters) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify PCCD and provide updated accurate information in writing, under penalty of perjury.

PCCD reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a specific future public works project.

Contractors may submit pre-qualification packages during regular working hours on any day that the office of the Purchasing Department is open. Contractors who submit a complete pre-qualification package will be notified of their qualification status no later than five business days after submission of the information.

PCCD may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by ten business days before the bid. There is no appeal from a refusal for an incomplete or late application, but re-application for a later project is permitted. The closing time for bids will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Where a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. An appeal is begun by the Contractor delivering notice to PCCD, attention of John Hiebert, of its appeal of the decision with respect to its pre-qualification rating, no later than ten business days prior to the closing time for the receipt of bids for this public works project. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of PCCD, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a review, the review shall be conducted so that it is concluded no later than five business days after PCCD's receipt of the notice of appeal, and no later than five business days prior to the last date for the receipt of bids on the project. At or prior to the review, the Contractor will be advised of the basis for PCCD's pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one day after the conclusion of the review, a decision will be rendered. It is the intention of PCCD that the date for the submission and opening of bids will not be delayed or postponed to allow for completion of an appeal process.

Note: A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by *Public Entity*, or on all contracts to be let by *Public Entity* until the contractor meets *Public Entity's* requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information or
- (2) Falsification of information

* * * * *

NOTICE: To contractors who are using subcontractors for this job, please be advised that *Public Entity* may require, as to subcontractors, one of the following:

- The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made:

Demolition & Piers

- Pre-qualification of all subcontractors.
- Pre-qualification of subcontractors in certain crafts.
- Post-bid qualification review.

CONTACT INFORMATION:

Firm Name: _____
(as it appears on license)

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Contractor's License Number(s):

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 6 is "no."

Contractor will be immediately disqualified if the answer to any of questions 7, 8, 9, 10 or 11 is "yes."¹ If the answer to question 9 is "yes," and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period. ⁶

1. Contractor possesses a valid and current California Contractor's license for the project or projects for which it intends to submit a bid.
 Yes No

2. Contractor possesses Workers' Compensation and Employers' Liability Insurance in accordance with laws of the State in which the Work is situated.
 Yes No

3. Contractor possesses COMMERCIAL GENERAL LIABILITY INSURANCE INCLUDING COMPLETED OPERATIONS, CONTRACTUAL LIABILITY INSURANCE AGAINST THE LIABILITY ASSUMED HEREINABOVE, and including INDEPENDENT CONTRACTORS LIABILITY INSURANCE if the Prime Contractor sublets to another all or any portion of the Work, Personal Injury Liability, Broad Form Property Damage (including completed operations), and Explosion, Collapse and Underground Hazards, with the following minimum limits:(Coverage shall be equivalent to ISO Occurrence Form 1996) with limits equal to the cost of the Contract – **\$3.5M or amount of the bid**
A) The above insurance coverages shall be provided by insurance companies selected by the Contractor for all site and off site work. All costs are included in the Price and are to be paid by the Contractor.
 Yes No

4. Have you attached your latest copy of a reviewed or audited financial statement with accompanying notes and supplemental information.
 Yes No

NOTE: A financial statement that is not either reviewed or audited is not acceptable. 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.

5. Have you attached 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, which states that your current bonding capacity is sufficient for the project for which you seek pre-qualification?
 Yes No

NOTE: Notarized statement must be from the surety company, not an agent or broker.

6. Is your Experience Modification Rate (EMR) rating 0.95 or less than 0.95? (Contractor to attach an official form from their Workers Compensation Insurance Carrier verifying their EMR rating¹)
 Yes No
-

7. Has your contractor's license been revoked at any time in the last five years? ¹
 Yes No
8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
 Yes No
9. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or 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
If the answer is "Yes," state the beginning and ending dates of the period of debarment:
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10. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
 Yes No
11. At any time during the last five years, has your firm, or any of its owners or officers submitted claims, to Peralta Community College District (Peralta) for costs considered change orders or entered into arbitration proceeding with Peralta?¹
If the answer is "Yes", state the amount of the date of the claim and amount requested.
 Yes No
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¹ A contractor disqualified solely because of a "Yes" answer given to questions 6, 7, or 11 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. PCCD'S INDEPENDENT CONTRACTOR REGISTRATION

Contractor's License # _____

Date: _____ Fed I.D. # _____

Full Corporate Name of Company: _____

Street Address: _____

Mailing Address: _____

Phone: _____ Fax: _____

Name of Principal Contact: _____

Type of Business: _____ Sole Proprietor _____ Partnership
 _____ Non-Profit 501(c)(3) _____ Corporation
 _____ other (please explain: _____)

INSURANCE

Workers' Compensation:

Carrier: _____

Address: _____

Phone and Fax: _____

Policy Number: _____

General Liability:

Carrier: _____

Address: _____

Phone and Fax: _____

Policy Number: _____

Policy Limits: \$ _____

A.M. Best Rating: _____

Automobile Liability:

Carrier: _____

Address: _____

Phone and Fax: _____

Policy Number: _____

Policy Limits: \$ _____

A.M. Best Rating: _____

All-risk Course of Construction (if applicable, as required by Document 00 7316 [Supplementary Conditions – Insurance]):

Carrier: _____

Address: _____

Phone and Fax: _____

Policy Number: _____

Policy Limits: \$ _____

A.M. Best Rating: _____

Professional Liability (if applicable, as required by Document 00 7316 [Supplementary Conditions – Insurance]):

Carrier: _____

Address: _____

Phone and Fax: _____

Policy Number: _____

Policy Limits: \$ _____

A.M. Best Rating: _____

Pollution Legal Liability Insurance (if applicable, as required by Document 00 7316 [Supplementary Conditions – Insurance]):

Carrier: _____

Address: _____

Phone and Fax: _____

Policy Number: _____

Policy Limits: \$ _____

A.M. Best Rating: _____

B. SAFETY EXPERIENCE

The following statements as to the Bidder's safety experience are submitted with the Bid, as part thereof, and the Bidder guarantees the truthfulness and accuracy of all information.

1. List Bidder's interstate Experience Modification Rate for the last three years.

[20__] _____ [20__] _____ [20__] _____

2. Use Bidder's last year's Cal/OSHA 200 log to fill in the following number of injuries and illnesses:

a. Number of lost workday cases _____

b. Number of medical treatment cases _____

c. Number of fatalities _____

3. Employee hours worked last year _____

4. State the name of Bidder's safety engineer/manager:

Attach a resume or outline of this individual's safety and health qualifications and experience.

C. Current Organization and Structure of the Business

For Firms That Are Corporations:

1a. Date incorporated : _____

1b. Under the laws of what state: _____

For Firms That Are Partnerships:

1a. Date of formation: _____

1b. Under the laws of what state: _____

For Firms That Are Sole Proprietorships:

1a. Date of commencement of business. _____

For Firms That Intend to Make a Bid as Part of a Joint Venture:

1a. Date of commencement of joint venture. _____

D. History of the Business and Organizational Performance

1. State your firm's gross revenues for each of the last three years:

2. How many years has your organization been in business in California as a contractor under your present business name and license number? _____ years

3. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 7, above)

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Licenses

1. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

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

3. Has your firm changed names or license number in the past five years?

Yes No

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

4. Has any owner, partner or (for corporations:) officer of your firm operated a construction firm under any other name in the last five years?

Yes No

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

5. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes No

If "yes," please explain on a separate signed sheet.

Disputes

1. At any time in the last five 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?

Yes No

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

2. In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper 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 in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).

3. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

Yes No

If "yes," on separate signed sheets of paper 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 in which the case was filed and a brief description of the status of the claim (pending, or if resolved, a brief description of the resolution).

* * * * *

4. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Bonding

1. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company/surety: _____

Name of surety agent, address and telephone number: _____

2. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

Yes No

If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies which denied coverage; and the period during which you had no surety bond in place.

Experience with Project Requirements:

1. Has your firm ever built a LEED Certified Building and received the required LEED Certification?

Yes No

If yes, provide the number of year(s) firm has built LEED Platinum Certified Building _____

If yes provide the level of certification (i.e., Platinum, Gold, Silver) and list the project below in Part III

2. Does your company have a Responsible Managing Employee or Owner who is a member of the Green Organization and is certified as LEED?

Yes No

3. Has your firm ever participated in Passivhaus Construction:

Yes No

If yes provide the year(s) of participation and list the project below in Part III _____

4. Has your firm ever worked on a project that required the Division of the State Architect certification?

Yes No

If yes provide the year(s) of participation and list the project below in Part III _____

5. Does your firm have experience in working with Type V construction?

Yes No

If yes provide the year(s) of experience and list the project below in Part III _____

6. Does your firm have experience in installation of concrete piers?

Yes No

If yes provide whether as the experience was as a GC or as a trade Contractor _____

PART III. RECENT CONSTRUCTION PROJECTS COMPLETED

1. Contractor shall provide information about its six most recently completed public works projects similar to the B.E.S.T. Center requirements. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Similarity to B.E.S.T. Center _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Description of Project, Scope of Work Performed:

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

BIDDER CERTIFIES, UNDER PENALTY OF PERJURY, THAT THE FOREGOING INFORMATION IS CURRENT AND ACCURATE AND AUTHORIZES OWNER, AND ITS AGENTS AND REPRESENTATIVES TO OBTAIN A CREDIT REPORT AND/OR VERIFY ANY OF THE ABOVE INFORMATION.

Dated: _____

(Name)

SIGNATURE