



**PROJECT MANAGEMENT
SAN FRANCISCO PUBLIC WORKS
CITY & COUNTY OF SAN FRANCISCO**



**REQUEST FOR QUALIFICATIONS
GENERAL CONTRACTOR
FOR FIRE STATION 5 REPLACEMENT
UNDER THE
2010 EARTHQUAKE SAFETY AND EMERGENCY RESPONSE BOND**

October 17th, 2016

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ANNOUNCEMENT

San Francisco Public Works (Public Works) announces a Request for Qualifications (RFQ) for prequalification of general contractors for the ESER 2010 Fire Station 5 Replacement Project located in District 5 at 1301 Turk Street, San Francisco, CA. The scope of work includes the complete and total demolition the existing 3-story fire station including foundations; hazardous material abatement; removal of underground fuel tanks; reconstruction of streets and sidewalks; construction of new three story fire station building with elevator. The new fire station includes 5 apparatus bays, associated equipment storage, living and dining areas and a fitness room. The construction cost for this project is estimated at \$14M. The construction schedule is 15 months from NTP to substantial completion, and 2 months from substantial to final completion, for a total of 17 months.

Digital files of the RFQ Package may be downloaded at no cost at www.sfpublicworks.org/biddocs. Please visit the Public Works' Contracts, Bid Opportunities and Payments webpage at www.sfpublicworks.org for more information and to register as a plan holder. Notices regarding Addenda and other proposal changes will be distributed by email to plan holders.

An RFQ Informational Conference will be held at **2:00 p.m. on October 20th, 2016** at Public Works' 4th Floor Main Conference Room, 30 Van Ness Avenue, San Francisco, CA. Written questions regarding the RFQ shall be directed to Gabriella Judd Cirelli at ESERNFS@sfdpw.org, no later than 2:00 p.m. on October 24th, 2016.

Candidates shall submit their Qualifications Package as specified in the RFQ no later than **2:00 p.m. on October 28th, 2016** and addressed to:

**San Francisco Public Works
Project Management Division
30 Van Ness Avenue, 4th floor
San Francisco, CA 94102
Attn: Ms. Gabriella Judd Cirelli, Public Works Project Manager
Re: GC Prequalification – ESER 2010 Fire Station 5 Replacement**

Note that late submissions or submission delivered to the incorrect address will not be considered.

SECTION 1

INTRODUCTION

San Francisco Public Works (Public Works) is issuing this Request for Qualifications ("RFQ") in search of candidates ("Candidates") who have the necessary qualifications as set forth in this RFQ to be pre-qualified to respond to the forthcoming Request for Bids (RFB) to provide general construction services for the ESER 2010 Fire Station 5 facility located in District 5 at 1301 Turk Street, San Francisco, CA. Whether a Candidate has such qualifications will be determined through the evaluation process described in Section 3(c) of this RFQ. Candidates chosen through this process ("Qualified Respondents") will be notified of their eligibility to submit proposals in response to a request for bids construction services in conjunction with the Project. Only Qualified Respondents will be eligible to submit a bid for construction services.

Public Works will select a general contractor (GC) based on the following two-step process: (1) this Request For Qualifications ("RFQ"), by which Public Works seeks candidates ("Candidates") who meet the qualification criteria set forth in this RFQ and whom Public works will then invite to participate in step (2) Request For Proposals ("RFP"). Public Works will evaluate the bids of Qualified Respondents based on quantitative criteria to determine the successful GC. Candidates who do not meet the qualification criteria of this RFQ will be disqualified from participating in step two of the competition.

Candidates responding to this RFQ do so with the understanding that they are not guaranteed the award of any contract and/or work. Public Works may cancel the selection process at any time for any reason or no reason.

This RFQ describes the qualifications needed, describes the anticipated scope of the work, and defines the selection process.

All requirements of the San Francisco Contract Monitoring Division (CMD) apply to this RFQ and any subsequent contract. Detailed CMD information is contained in Section 5.

A. THE PROJECT

The City is committed to excellent public architecture and is seeking responses from GC firms who have a track record of successful performance in civic projects that strive to balance critical architecture with function and the evolving expectations for more sustainable approaches to design and construction. The new Fire Station 5 Facility will be required to meet the City's green building design principles delineated in the City and County of San Francisco Environment Code, as well as meet LEED v2009 Gold Certification for New Construction requirement.

B. TENTATIVE RFQ SCHEDULE

The following schedule* is anticipated for the entire RFQ process of advertisement and selection. Changes to the RFQ Informational Conference or Submittal Deadline dates will be issued in writing to all registered RFQ holders via Addendum.

Advertise RFQ	Monday	October 17th, 2016
RFQ Informational Conference	Thursday 2:00 p.m.	October 20th, 2016
Deadline for Written Questions	Monday 2:00 p.m.	October 24th, 2016
Response to Written Questions	Tuesday 5:00 p.m.	October 25 th , 2016
Submittal Deadline	Friday 2:00 p.m.	October 28th, 2016
Post list of Qualified Respondents	Monday	October 31st, 2016

*Schedule may be revised at any time; the dates listed in the timeline above are for reference purposes only.

SECTION 2

REQUIREMENTS & PREQUALIFICATION OF THE GENERAL CONTRACTOR

The City will not accept bids from any Candidate who does not meet the minimum qualifications under this RFQ. City staff will review the responses to this RFQ.

In order to submit a proposal in response to the forthcoming RFP, each Candidate must:

1. Fully complete the RFQ Candidate Contact Information form, Parts I, II, III of the Prequalification Application Questionnaire with a passing score as defined therein;
2. Fully complete Relevant Project Experience (Part IV), fulfilling 4 out of 6 criteria;
3. Provide all materials requested in this RFQ;
4. Receive approval from Public Works as a Qualified Respondent;
5. Be willing and able to comply with the City's contracting requirements set forth below in Section 5.

If two (2) or more business entities plan to submit a proposal as part of a Joint Venture, each entity within the Joint Venture must be separately prequalified.

Each Prequalification Application Questionnaire e must be signed under penalty of perjury in the manner designated at the end of the Candidate Contact Information form, by an individual who has the legal authority to bind the Candidate on whose behalf that person is signing. If any information provided by a Candidate becomes inaccurate, the Candidate must immediately notify Public Works and provide updated accurate information in writing, under penalty of perjury.

As soon as is practicable after the prequalification process is complete, Public Works will issue a Request for Proposals (RFP) to the Qualified Respondents.

SECTION 3

INFORMATION MEETING, SUBMISSION, EVALUATION, & APPEAL PROCESS

A. INFORMATION MEETING

An RFQ Informational Conference will be held at **2:00 p.m. on October 20th, 2016** at Public Works' 4th floor Main Conference Room, 30 Van Ness Avenue, San Francisco, CA. Written questions regarding the RFQ shall be directed to Ms. Gabriella Judd Cirelli at ESERNFS@sfdpw.org, no later than 2:00 PM on October 24th, 2016.

The City and County of San Francisco also conducts "Doing Business with the City and County of San Francisco" workshops throughout the year. Candidates are also encouraged to attend those workshops and may obtain more information on the www.sfgov.org/oca/qualify-do-business website.

B. SUBMISSION PROCESS

This RFQ will be uploaded to Public Works' download website (www.sfpublishworks.org/biddocs) under the Electronic Bid Documents List, Construction Category, **RFQ: GC PREQUALIFICATION – ESER 2010 Fire Station 5**. Completed Prequalification Application Questionnaire must be submitted by **2:00 PM, October 28th, 2016**. The list of Qualified Respondents is scheduled to be posted on the Public Works website on October 31st, 2016. Candidates receiving a determination of "Not Qualified" will be notified by email of their status.

Each Candidate shall submit three (3) copies of completed Candidate Contact Information form, Parts I, II, and III and IV in a sealed envelope. Completed Prequalification Application Questionnaire shall be delivered to the below address on or before due date/time – postmarks will not be accepted and other means of transmission, including facsimile, will not be accepted.

**San Francisco Public Works
Project Management Division
30 Van Ness Avenue, 4th Floor
San Francisco, CA 94102
Attention: Ms. Gabriella Judd Cirelli, Project Manager
RFQ: GC Prequalification - ESER 2010 Fire Station 5**

Public Works may refuse to grant prequalification status where the requested information and materials are not provided. There is no appeal from a denial due to an incomplete application; however, the candidate will be informed which documents or information is required to complete the application and shall be permitted to submit a complete application.

C. EVALUATION PROCESS

1. **Written Submittal Evaluation (WSE):** City staff will review all proposals and the Prequalification Application Questionnaire of this RFQ.

The Prequalification Application Questionnaire consists of four parts. To prequalify, a Candidate must fully complete the Candidate Contact Information form, Parts I, II, and III and IV, as applicable. In the case of Joint Ventures, each entity within the Joint Venture must fill out each section, Parts I, II, III and IV, individually. The City reserves the right to rescind any candidate's prequalified status if it is determined that the facts provided by the Candidate are inaccurate.

Part I, Organization, History and Organizational Performance: Candidates are required to provide company organization information, company licenses, and related history.

Part II, Essential Requirements for Qualification: Candidates are required to answer questions regarding history of financial and professional responsibility, including Prior Experience Criteria relevant to this project.

Part III, References Questionnaire: Candidates are required to provide client references who can confirm the candidates past performance in meeting aggressive schedules on-time and within budget. In addition project information should be provided.

Part IV, Relevant Project Experience: Candidates are required to complete a minimum technical qualification questionnaire.

D. APPEALS PROCESS

Where a timely and complete Prequalification Application Questionnaire results in a not-qualified determination, the Candidate may appeal. The Candidate may file a letter of appeal to Public Works delivered to Public Works-Project Management, 30 Van Ness Avenue, Suite 4100, San Francisco, CA 94102, Attn: Ms. Gabriella Judd Cirelli, no later than five (5) business days after receipt of determination of "Not Qualified" email.. Other means of transmission, including facsimile, will not be accepted. Unless a timely appeal is filed, the Candidate waives any and all rights to challenge the decision of the Public Works, whether by administrative process, judicial process or any other legal process or proceeding.

If the Candidate files a complete and timely letter of appeal, a review of the appeal shall commence soon after receipt of the request. The review shall be an informal process conducted by Public Works or its designee and will be based upon the information submitted by the Candidate in its letter of appeal; clarification of previously submitted information is allowed, but no new information can be submitted and/or considered in the appeal. Public Works will notify the Candidate in writing of its decision at the conclusion of the review. The decision of Public Works is final. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

SECTION 4

TERMS AND CONDITIONS GOVERNING THIS RFQ

A. COSTS OF RESPONDING, RETENTION BY PUBLIC WORKS OF QUESTIONNAIRES AND RELATED DOCUMENTS

Public Works accepts no financial responsibility for any costs incurred by a Candidate in responding to this RFQ. Completed questionnaires and any other documents or materials submitted in response to this RFQ shall, upon submission, become the property of the Public Works and may be used by Public Works in any way Public Works deems appropriate.

B. RESERVATIONS OF RIGHTS BY PUBLIC WORKS

The issuance of this RFQ does not constitute an agreement by Public Works that any subsequent selection process will occur or that any contract will be entered into by Public Works. Public Works expressly reserves the right at any time to:

- Waive any defect or informality in any questionnaire or the procedure set forth in this RFQ;
- Reject any or all Questionnaires;
- Issue a new request for qualifications in lieu of this RFQ;
- Change the subsequent selection process;
- Procure all or any portion of the Work by any other means; and
- Determine that the Work will not be pursued.

SECTION 5

CITY AND COUNTY OF SAN FRANCISCO CONTRACTING REQUIREMENTS

It is advisable that Candidates who wish to do business with the City and County of San Francisco (City) immediately initiate measures to comply with the City's contracting requirements. These requirements are not a part of the Public Works prequalification process; however failure to comply can delay the finalization of any future City-related Contract.

A. Business Tax Registration

At the time of contract award, the successful GC must have a current and valid San Francisco Businesses Tax Certificate. This certificate can be obtained by properly submitting to the City's Tax Collector a completed Business Tax Registration Declaration and paying the registration fee. The registration fee is \$25, \$150, \$250 or \$500, depending on the type and size of your business. The current forms of such declaration can be found at the following website links:

Business Tax Registration Declaration

Sole Proprietorship

<http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7624>

B. Certification of Chapter 12B Compliance

At the time of contract award, the successful GC must be compliant with San Francisco Administrative Code Chapter 12B, the Equal Benefits Ordinance. In order to become compliant with the Equal Benefits Ordinance, Candidates must submit to the San Francisco Contract Monitoring Division a form titled SAN FRANCISCO ADMINISTRATIVE CODE CHAPTERS 12B & 12C DECLARATION: NONDISCRIMINATION IN CONTRACTS AND BENEFITS (CMD-12B-101). Supporting documentation is required. CMD staff will review all submittals and work with the Candidate to achieve compliance.

Do not wait until the contract is awarded to begin the compliance process or you may lose the award. Candidates are advised to submit all required Equal Benefits documentation with their bid.

The Chapter 12B & 12C Declaration, an Equal Benefits Documentation Guide and other resource materials can be found at:

<http://www.sfgsa.org/index.aspx?page=6125>

Any questions regarding the Contract Monitoring Division program should be directed to the Project CMD Contract Compliance Officer – Kelly Dwyer 415-558-4080 415-554-8360 or by email at Kelly.Dwyer@sfgov.org.

C. Compliance with Chapter 14B Local Business Enterprise (LBE) Program

Qualified Candidates will be required to meet Contract Monitoring Division Local Business Enterprise (LBE) subcontracting goals. Questions should be directed to the Project CMD Contract Compliance Officer – Kelly Dwyer 415-558-4080 or by email at Kelly.Dwyer@sfgov.org.

D. Local Hiring Requirements

The successful Contractor will be required to meet the City's Local Hiring Requirements with the 30% goal per Trade. Information regarding the Local Hiring Requirements will be included in the Request for Proposal package. For more details, visit the Office of Economic and Workforce Development website at: www.owd.org.

E. Insurance Requirements

The successful GC Candidate will be required to comply with the City's insurance requirements. Information regarding Insurance requirements will be included in the Request for Proposal package following the qualification process.

F. CMD Subcontracting Goals

Chapter 14B Local Business Enterprise (LBE) and Non-Discrimination Ordinance apply to this project. This project will have a LBE Subcontracting Requirement of 20%. The Contractor awarded this contract will be required to meet or exceed the project's LBE subcontracting requirement.

G. Bonding Requirements

Performance Bonds and Labor and Material Bonds for 100% of the contract amount will be required when City or Public Works requests contractor to provide bonds prior to issuance of Notice to Proceed with the construction work.

Prequalification Application Questionnaire

ESER 2010 BOND - FIRE STATION 5 Replacement

APPLICATION CHECKLIST

Prime General Contractor Firm:

(Name of Firm)

If submitting as a Joint Venture:

Joint Venture Partners:

(Name of Firm)

(Name of Firm)

(Insert lines as needed)

<i>EACH Candidate – Prime; or in the case of Joint Ventures, EACH JV Partnering Firm – MUST complete the following information. Check boxes</i>	
Candidate Contact Information	<input type="checkbox"/>
Part I: Organization, History, Organizational Performance	<input type="checkbox"/>
Part II: Essential Requirements for Qualification	<input type="checkbox"/>
Part III: References	<input type="checkbox"/>
Release and waiver agreement	<input type="checkbox"/>
Certification of surety	<input type="checkbox"/>
Part IV: Relevant Project experience	<input type="checkbox"/>

CANDIDATE CONTACT INFORMATION

Firm Name: _____ Check One: ☐ Corporation
(Name as it appears on license) ☐ Partnership
☐ Sole Proprietor

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

E-mail Address: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

Registered Managing Employee/Name and License Number: _____

Contractor's License Number(s) and Expiration Dates:

Tax ID number: _____

General Tax Exemption Number: _____

Dun and Bradstreet Number (if applicable): _____

Each prospective Contractor (and, if the candidate is a joint venture, each joint venture partner) must have a General Building "B" California Contractor's license which is current, active and in good standing with the California Contractors State License Board (CSLB), on the date and time the request for qualifications submittal is due and must submit this request for qualification with all portions completed, including required attachments. Each prospective Contractor (and if the candidate is a joint venture, each joint venture partner) must answer all of the following questions and provide all requested information, where applicable. Any prospective Contractor failing to do so may be deemed unqualified to bid. It is critical that prospective Contractors fill out all information required accurately, completely, truthfully and to the best of their knowledge. Ambiguous or incomplete information may lead to an unfavorable evaluation resulting in a determination of non-responsibility.

The undersigned hereby agrees and declares that receipt of this submittal by the City and County of San Francisco does not constitute either a direct or implied guarantee that prequalification is or will be granted.

I, the undersigned, certify and declare that I have read all the foregoing answers to this Prequalification Application 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.

The undersigned is a legally authorized representative of the General Contractor for the legal name noted above.

General Contractor

Printed Name/Title

Signature

Date _____

Notary

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public in and for the State of _____

Residing at _____

Expiration Date:

Parts I, II, III & IV of the RFQ must be completed and submitted with the company resume and resumes of any staff identified in this questionnaire to validate project experience.

PART I – ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE

Candidates shall complete all applicable questions below. In the case of Joint Ventures, the requirements of Parts I, II, and III and IV apply to each Joint Venture partner individually.

A. Organizational Structure

For Firms That Are Corporations:

Date incorporated: _____

Under the laws of what state: _____

Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner(s) of at least ten (10) per cent of the corporation's stock.

Name	Position	Years with Co.	% Ownership	

Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten (10) per cent or more of its stock, if the business is a corporation.

Person's Name	Construction Firm	Dates of Person's Participation with Firm

For Firms That Are Partnerships:

Date of formation: _____

Under the laws of what state: _____

Provide all the following information for each partner who owns ten (10) percent or more of the firm.

Name	Position	Years with Co.	% Ownership	

Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten (10) per cent or more of the business, or ten (10) per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Are Sole Proprietorships:

Date of commencement of business: _____

Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five (5) years.

NOTE: For this question, “owner” and “partner” refer to ownership of ten (10) per cent or more of the business, or ten (10) per cent or more of its stock, if the business is a corporation.

Person’s Name	Construction Company	Dates of Person’s Participation with Company

For Firms That Intend to Bid as a Joint Venture:

Date of commencement of joint venture: _____

Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

Name of firm	% Ownership of Joint Venture

Specify which firm will be the lead company in the Joint Venture and how the work and responsibilities will be divided among the joint venture.

B. History of the Business, Organizational Performance and Financial Information

1. Has there been any change in ownership of the firm at any time during the last five (5) years?
NOTE: A corporation whose shares are publicly traded is not required to answer this question.
☐ Yes ☐ No
If “yes,” explain on a separate signed page.
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. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?
NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.
☐ Yes ☐ No
If “yes” and a firm seeks to pre-qualify on the basis of the financial status or the experience of an affiliate or parent company, that affiliate or parent company will be required to provide an affidavit guaranteeing the contract performance of the pre-qualifying firm in every respect including indemnity.
4. A candidate must furnish a statement of financial position in accordance with either of the following options:
 - a. Attach a copy of your firm's latest reviewed or audited financial statement with accompanying notes and supplemental information.
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.
 - b. Attach a certified statement from a bonding firm authorized to do business in the state of California. The certification shall be submitted in original form and must indicate the maximum bonding coverage the surety will issue on the applicant’s behalf for a single contract, and shall also specify the total bonding that the surety will issue for all of the applicant’s work, including uncompleted contracts. A sample Certification of Surety is included in this RFQ document.

C. Licenses

1. List all 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 California State Licensing Board (CSLB) records that meet(s) the experience and examination requirements for each license.

3. Has your firm changed names or license numbers in the past eight (8) years?
☐ Yes ☐ No

If “yes,” explain on a separate signed page, including the reason for the change. List all names and all licenses used.

4. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five (5) years?

☐ 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 (5) years?

☐ Yes ☐ No

If “yes,” please explain on a separate signed sheet.

PART II – ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Candidates shall complete all questions below. Questions are pass/fail with criteria for passing listed for each question. In the case of Joint Ventures, the requirements of Parts I, II, III and IV apply to each Joint Venture partner individually. Candidates must pass all questions in order to be deemed qualified. If additional sheets are necessary, candidates shall use 8-1/2" x 11" paper, attached in order, and shall reference the question being answered. Candidates shall sign each additional sheet.

1. Does your firm (or, in the case of a joint venture, each joint venture partner) possess a valid and current General Building "B" California Contractor's license for the project or projects for which it intends to submit a bid?
☐ Yes ☐ No
If "no," your firm (or joint venture) may not be qualified to bid. Provide a written explanation of the status of your firm's General Building "B" California Contractor's license.
2. During the last eight (8) years, has your firm ever been denied performance and payment bonds by a surety company because of the surety's determination that your firm has failed to perform adequately on an existing or prior project?
☐ Yes ☐ No
If "yes," your firm may not be qualified to bid. Provide a written explanation of a denial by a surety company.
3. Has your Contractor's license been revoked or suspended at any time for more than 90 days in the last five (5) years, pursuant to Article 7 of the California Business and Professional Code (construction without a permit, failure to pay civil penalties or compliance with order or correction, etc.)?
☐ Yes ☐ No
If "yes," your firm is not qualified to bid.
4. Within the last eight (8) years, has a surety or the owner of a project completed or paid for the completion of a project on your behalf because your firm was terminated for cause by the owner?
☐ Yes ☐ No
If "yes," your firm is not qualified to bid.
5. At the time of submitting this prequalification 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, because of prevailing wage violations pursuant to either Labor Code section 1777.1 (contractor/subcontractor fraud on Public Works jobs) or Labor Code section 1777.7 (Apprenticeship Program violations)?
☐ Yes ☐ No
If "yes," your firm is not qualified to bid.
6. At any time during the last five (5) years, has your firm or any of its owners or officers been convicted of a crime involving the bidding, award or performance of a government contract?
☐ Yes ☐ No
If "yes," your firm may not be qualified to bid. Provide a written explanation of the conviction (including any plea agreement), the steps taken to address the underlying criminal activity, and evidence that the subject government agency did not debar the contractor from contracting.

7. At any time during the last five (5) years, has your firm or any of its owners or officers been found liable in civil or criminal court for false claims, material misrepresentation, dishonesty, or fraud against a public entity?
☐ Yes ☐ No
If “yes,” your firm may not be qualified to bid. Provide a written explanation of the conviction (including any plea agreement) and the steps taken to redress the underlying criminal activity, and provide evidence that the subject government agency did not debar the contractor from contracting.
8. At any time during the last five (5) years, has your firm, or any firm with which any of your firm's owners, principals or officers was associated, been debarred, removed or otherwise prevented from bidding on, from being awarded or from completing, any public work or government project for any reason?
NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held an ownership, principal, or management position, and which is listed in response to question 1c or 1d on this form.
☐ Yes ☐ No
If “yes,” your firm is not qualified to bid.
9. Has either State or Federal OSHA cited and assessed penalties against your firm for any “serious”, “willful” or “repeat” violations of its safety or health regulations in the past five (5) years and either:
a) Your firm’s average gross revenue for the last three (3) years was less than \$50 million and your firm had three (3) or more instances of “serious”, “willful” or “repeat” violations; **OR**
b) Your firm’s average gross revenue for the last three (3) years was more than \$50 million and your firm had six (6) or more instances of “serious”, “willful” or “repeat” violations?
☐ Yes ☐ No
If “yes,” your firm is not qualified to bid.
10. Has the EPA or any Air Quality Management District, Regional Water Quality Control Board, local storm water management agency, or the Department of Toxic Substance Control cited and assessed penalties in excess of \$100,000 per incident against your firm due to your work in the past five (5) years?
NOTE: If you have filed an appeal for a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.
☐ Yes ☐ No
If “yes,” your firm is not qualified to bid.
11. In the past five (5) years, has an owner filed, in a court of law or in an arbitration, any claim against your firm concerning your firm’s work on a construction project, and either:
a) Your firm’s average gross revenue for the last three (3) years was less than \$50 million and two (2) or more separate claims have been filed against your firm; **OR**
b) Your firm’s average gross revenue for the last three (3) years was more than \$50 million and five (5) or more separate claims have been filed against your firm?
☐ Yes ☐ No
If “yes,” your firm is not qualified to bid.
12. At any time in the last five (5) years has your firm paid liquidated damages of more than \$50,000 on three (3) or more construction contracts with either a public or private owner?
☐ Yes ☐ No

If “yes,” your firm is not qualified to bid.

13. Is your firm currently in bankruptcy?

☐ Yes ☐ No

If “yes,” your firm is not qualified to bid.

14. **Has your firm met four (4) out of six (6) of the following prior experience criteria?**

- a) Essential facilities

☐ Yes ☐ No

- b) Multi story

☐ Yes ☐ No

- c) Public or Other Civic Building

☐ Yes ☐ No

- d) Infill projects

☐ Yes ☐ No

- e) Fire Stations

☐ Yes ☐ No

- f) Shoring – self-performed or by subcontractor

☐ Yes ☐ No

If “No,” your firm is not qualified to bid.

PART III – REFERENCES

PROJECT EXAMPLES

Using the attached Project Data Sheets, you must submit three (3) separate references that can validate the responses provided in Part IV - Relevant Project Experience and Mandatory Questions. Provide the names of the projects of similar size, type and scope, and complexity; the owners; the construction managers; the size of the projects; and the dates when those projects were completed or are expected to be completed. At least two (2) complete Relevant Projects must demonstrate that the candidate has GC PREQUALIFICATION experience and a proven track record of delivering projects of similar scope, size and complexity with aggressive schedules and firm completion dates. The City will forward the reference questionnaire directly to the listed owners for completion and return to the City. The individual furnishing the information in the questionnaire shall be the project managers or the heads of the department in charge of the construction of the projects listed. These individuals must have personal knowledge of the contractor's performance on the project. The Public Works reserves the right to seek additional information from any individual who has information about the listed projects.

To enable the reliable completion of information requested in the questionnaire referenced in Part III above, you are required to execute and submit the attached Release and Waiver Agreement in favor of each individual furnishing information requested in the questionnaire.

Candidate Name: _____ **Date:** _____

PROJECT DATA SHEET (Reference ____ of Three)

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name, email and current phone number):

Architect or Engineer: _____

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

Construction Manager (name, email and current phone number):

Registered Managing Employee (name, email 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: _____

RELEASE AND WAIVER AGREEMENT

This Release and Waiver Of Liability (hereinafter the Release) is entered into between the City and County of San Francisco through San Francisco Public Works and _____, a Candidate for General Contractor (hereinafter Candidate).

RECITALS

1. The City and County of San Francisco through San Francisco Public Works has issued a Request for Qualification to establish a pool of Candidates qualified to bid on the ESER 2010 Fire Station 5 facility as a GC.
2. Candidate has submitted a response to the Public Works' Request for Prequalification and has submitted projects and owners as references for its qualifications.
3. The City seeks candid comments on the Candidate's performance on the listed projects from the owners and the owners' representatives.

RELEASE AND WAIVER

Candidate hereby fully and forever releases, exonerates, discharges, and covenants not to sue the City, its commissions and boards, officers and employees, and all individuals and entities furnishing comments on Candidate's performance from and for any and all claims, causes of action, demands, damages and any and all other liabilities of any kind or description, in law, equity, or otherwise arising out of information furnished about Candidate's performance on the projects.

INTENDED BENEFICIARIES

The City, its commissions and boards, officers and employees and all individuals and entities furnishing any information relating to Candidate's qualifications are intended beneficiaries of this Release and Waiver and are entitled to enforce its terms.

Candidate for GC's
Authorized Representative

Dated: _____

THIS PAGE PROVIDED FOR INFORMATIONAL PURPOSES ONLY

REFERENCE QUESTIONNAIRE (for PUBLIC WORKS' distribution to Contractor References)

The City and County of San Francisco through San Francisco Public Works is undertaking a process to pre-qualify general contractors for the demolition and new construction of San Francisco Fire Department's Fire Station 5 facility.

The following general contractor: _____, has provided the Public Works with the name of your organization and the following project: _____ as references regarding the Contractor's experience and qualifications to perform work on SFFD's Fire Station 5 facility in San Francisco. The Contractor has signed a Release and Waiver of Liability form as to the information you provide, a copy of which is attached for your reference.

Please complete and return the questionnaire to:

Department of Public Works, Project Management Division, 30 Van Ness, Suite 4100, San Francisco, CA 94102, Attention: Ms. Gabriella Judd Cirelli, RFQ – GC PREQUALIFICATION ESER 2010 Fire Station 5

Please give a brief description of the project; be sure to include the value of the project, the type of contract utilized, and the scope of work involved.

1. On a scale of 1-5, with 5 being the best, did the Contractor respond in a timely and responsible manner to stop notices or liens on the project? _____
2. On a scale of 1-5, with 5 being the best, did the Contractor provide adequate equipment, personnel and supervision on the job? _____
3. On a scale of 1-5, with 5 being the best, was the Contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? _____
4. On a scale of 1-5, with 5 being the best, did the Contractor adhere to the project schedule that your [agency] [business] approved? _____
5. On a scale of 1-5, with 5 being the best, rate how the Contractor performed in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? _____
6. On a scale of 1-5, with 5 being the best, how would you rate the quality of the work overall? _____

Example: CERTIFICATION of SURETY

(To be submitted on bonding agency letterhead)

Date: _____

To: **San Francisco Public Works**
Project Management
30 Van Ness Avenue, Suite 4100
San Francisco, CA 94102
Attention: Ms. Gabriella Judd Cirelli, Project Manager
RFQ: GC Prequalification ESER 2010 Fire Station 5 Replacement

Name of Contractor: _____

City/State: _____

_____ is authorized to execute bid, performance,
(Name of Bonding Agency)
and payment bonds for the above named contractor subject to the following conditions:

1. Contract price of any one contract does not exceed \$_____.
2. Total amount of uncompleted work on hand, both bonded and unbonded, does not exceed \$_____.
3. This certification expires June 30, _____ unless previously rescinded in writing. Written notice of rescission will be provided to the above addressee within seven days of such rescission.

Signed by: _____
(Authorized Bonding Agency Representative)

Candidate Name: _____ **Date:** _____

Email: _____

PART IV – RELEVANT PROJECT EXPERIENCE

Questions in this section are pass/fail with criteria for passing listed for each question. In the case of Joint Ventures, the requirements apply to each Joint Venture partner individually.

Candidates must pass **ALL Mandatory Questions in order to be deemed pre-qualified.**

If additional sheets are necessary, bidders shall use 8-1/2" x 11" paper, attached in order, and shall reference the question being answered. Bidders shall sign each additional sheet.

MANDATORY QUESTIONS

CANDIDATES MUST ANSWER "YES" TO **ALL QUESTIONS TO BE QUALIFIED**

Q1) Do you – as a company or among your principal staff whom you intend to assign to this project – have experience in completing at least one Fire Station, municipal buildings or other institutional grade project with a construction cost of over \$10 million in California?

YES _____ NO _____

If "no", your firm is not qualified to bid

If relying on principal staff experience, please list names and individual years of experience:

Please list qualifying projects, citing size, scope, owner, and year of completion:

a) _____

b) _____

Q2) Do you – as a company or among your principal staff whom you intend to assign to this project – have experience in the following project types to meet **four (4) out of six (6) of the following prior experience criteria?**

YES _____ NO _____

If "no", your firm is not qualified to bid

☐ Essential Facilities:

Please list qualifying projects, citing size, scope, reference, and year of completion:

a) _____

b) _____

☐ Multistory:

Please list qualifying projects, citing size, scope, reference, and year of completion:

a) _____

b) _____

☐ Public or Other Civic Building:

Please list qualifying projects, citing size, scope, reference, and year of completion:

a) _____

b) _____

☐ Infill projects:

Please list qualifying projects, citing size, scope, reference, and year of completion:

a) _____

b) _____

☐ Fire Stations:

Please list qualifying projects, citing size, scope, reference, and year of completion:

a) _____

b) _____

☐ Shoring scope:

Please list qualifying projects, citing size, scope, reference, and year of completion:

a) _____

b) _____

YES _____ NO _____

If “no”, your firm is not qualified to bid

Q3) Do you – as a company or among your principal staff whom you intend to assign to this project – have experience in completing at least one building which has attained US Green Building Council LEED Certification?

YES _____ NO _____

If “no”, your firm is not qualified to bid

If relying on principal staff experience, please list names and individual years of experience:

Please list qualifying completed project, citing owner, scope (include advanced technologies) and year of completion:

a) _____

For completed buildings, please submit evidence of the highest U.S. Green Building Council accreditation achieved.

Q4) Do you – as a company or among your principal staff whom you intend to assign to this project – have experience building a project while performing the role of a General Contractor for a project greater than \$10 million construction cost?

YES _____ NO _____

If “no”, your firm is not qualified to bid

Please list qualifying project(s), citing owner, contract type, scope, and year of completion:

a) _____

b) _____

Q5) Does your company have field engineers and superintendents, whom you intend to assign to this project, with fifteen (15) years experience in constructing complex buildings?

YES _____ NO _____

If “no”, your firm is not qualified to bid

Please list names and individual years of experience:

Please list qualifying project(s), citing owner, scope, years of project duration, and associated personnel for complex buildings.

a) _____

b) _____

c) _____

Q6) Does your company have ten (10) years of experience performing construction work and managing multiple construction trades on complex buildings that incorporate advanced building technologies? Trades must include two or more of the following: Mechanical, Electrical, Plumbing, and Fire Protection.

YES _____ NO _____

If “no”, your firm is not qualified to bid

Indicate which trades your company self-performs and which trades it has managed; please list names of involved sub-contractors:

List Trades: _____ Self Performed (Y/N): _____ Name of Sub-Contractor(s): _____

If relying on principal staff experience, please list names and individual years of experience:

Please list qualifying project(s), citing owner, scope, years of project duration, and associated advanced building technologies:

a) _____

b) _____

c) _____

PLEASE PROVIDE COMPANY RESUME AND RESUMES OF PRINCIPAL STAFF IDENTIFIED ABOVE.