

**UPDATE**  
**SEQUOIA UNION HIGH SCHOOL DISTRICT**  
**480 JAMES AVENUE, REDWOOD CITY, CA 94062**

**REQUEST FOR PREQUALIFICATION OF BIDDERS AND**  
**PREQUALIFICATION INSTRUCTIONS FOR**  
**THE SEQUOIA UNION HIGH SCHOOL DISTRICT**  
**MENLO PARK SMALL HIGH SCHOOL**  
**PROJECT**

**CLASS A – GENERAL ENGINEERING CONTRACTORS**  
**AND**  
**CLASS B- GENERAL BUILDING CONTRACTORS**

Notice is hereby given that, in accordance with the provisions of California Public Contract Code Sections 20111.5 and 20111.6, all prospective bidders to serve as general contractor for the Sequoia Union High School District ("District") Menlo Park Small High School Project ("Project") must, in addition to prequalifying pursuant to the District's 2017 Pre-Qualification Program for New Construction and Modernization Projects applicable to all general contractors ("2017 Prequalification Program"), complete an additional pre-qualification process prior to submitting a bid for the Project ("Supplemental Prequalification").

The District is requiring this Supplemental Prequalification to ensure that all bidders seeking to serve as the general contractor for the Project possess the appropriate skills and experience to complete work of the size, scope, type, and complexity of the Project. As noted herein, only bidders who are prequalified to bid on projects that are at least \$30,000,000 in size under the District's 2017 Prequalification Process shall be eligible for the Supplemental Prequalification.

Therefore, as a condition of submitting a bid for the Project, all bidders must complete the application for Supplemental Prequalification and submit it to the District, by **March 17, 2017**, at **4:00pm.**, a completed application for Supplemental Prequalification on forms supplied by the District and supplemental financial information/statements as specified herein. The most recent engineer's estimate for the Project is \$32,000,000. .

**1. REQUEST FOR SUPPLEMENTAL PREQUALIFICATION OF BIDDERS**

The District requires from all prospective bidders on the Project answers to all questions contained in this Supplemental Prequalification questionnaire. The Supplemental Prequalification questionnaire requests detailed information, including background, experience and references in performing public works and other construction projects of a size, scope, type, and complexity of the Project.

All contractors seeking to bid on the Project must complete both the application for the District's 2017 Prequalification Program, as well as this application for Supplemental Prequalification. No contractor that has failed to prequalify under the District's 2017 Prequalification Program will be prequalified under the District's Supplemental Prequalification for the Project or permitted to submit a bid on the Project. Further, only bidders who have prequalified to bid on District projects of at least \$30,000,000 in size under the District's 2017 Prequalification Program will be eligible for Supplemental Prequalification.

These documents will be the basis of qualifying bidders under the Supplemental Prequalification. All questions must be answered. If a question is not applicable, then indicate a response of "N/A". "You" or "Yours" as used herein refers to the prospective bidders' firm and any of its owners, officers, principals and qualifying individuals.

If additional sheets are required for any of the responses, please attach additional sheets of paper signed by the owner, officer, principal and/or qualifying individual. Failure to provide any information requested may result in a failure to qualify under this supplemental prequalification process. Any false statement will result in the immediate disqualification from bidding on all District Projects.

Each prospective bidder shall have a duly authorized owner, officer or principal complete the questionnaire and verify the truth of the information provided therein.

## 2. THE PROJECT

The District's Menlo Park Small High School Project will be located at 150 Jefferson Drive, east of the State Route 84 and U.S. Highway 101 interchange, in the northwestern portion of the City of Menlo Park, in San Mateo County, California. The Project lies within an area of Menlo Park that is transitioning from industrial warehouse uses to newer, corporate campuses and mixed biotechnology, commercial, office, and other land uses. The school site consists of a single, developed land parcel which is approximately 2.1 acres in size.

The District plans to have constructed a small high school facility on this site with capacity to accommodate up to approximately 400 high school students and 35 faculty and staff. The Project will involve the following construction phases: site preparation; grading; foundation (piles); building construction; paving; and architectural coating. (Please note that demolition and removal of existing site facilities is currently taking place.) The District intends to have built an articulated, three-story school building that will be approximately 45,000 square feet in size that is approximately 50 feet tall on the western and southern sides and 30 feet tall on its eastern side.

## 3. SUBMISSION OF COMPLETED SUPPLEMENTAL PREQUALIFICATION APPLICATIONS

Completed Supplemental Prequalification questionnaires and supporting documents should be submitted no later than **March 17, 2017**, at **4:00 pm**. Prospective bidders are again reminded that only contractors that have prequalified under the District's 2017 Prequalification Program will be eligible for Supplemental Prequalification and, therefore, the bidder's application for the District's 2017 Prequalification Program should be submitted before or at the same time as the Supplemental Prequalification Application.

### DELIVERY METHOD

Supplemental Prequalification Applications must be submitted **electronically, as follows**:

You must send your contact information (name, company name, email address, and phone number) to: Jennie Tran at Chavan and Associates LLP at [jennie@cnallp.com](mailto:jennie@cnallp.com), with a copy of your email to Sheldon Chavan at [info@cnallp.com](mailto:info@cnallp.com) and Rosa Miralles at [rmiralles@seq.org](mailto:rmiralles@seq.org). Chavan and Associates LLP will create an account and password for you. You will then be able to access the fileshare, download the application, and then upload the completed application. Please note that contractors interested in prequalifying are required to request and use a new account and password for prequalifying each year.

**Hardcopy, facsimile and emailed copies will NOT be accepted. All responses on prequalification application materials should be typed. Illegible responses may prevent or delay the processing of prequalification applications.**

#### **4. STANDARD OF REVIEW**

An Independent Accounting Firm, using a uniform system of rating bidders, will review Supplemental Prequalification questionnaires to determine whether a potential bidder is prequalified to bid on the Project. This firm may need to follow up with prequalification applicants in the course of reviewing questionnaires in order, for example, to secure missing information or clarify ambiguities. A failure to respond to inquiries from the firm within a reasonable time frame may result in your application being deemed abandoned.

#### **5. NOTIFICATION OF SUPPLEMENTAL PREQUALIFICATION RESULTS**

It is anticipated that prospective bidders will be notified of whether they have been found prequalified to bid on the Project in March 2017. Project plans approved by the Division of State Architect are anticipated to be available in March 2017, with bids for the Project due in late April of 2017.

In the event that the prospective bidder is unable to obtain a bond in the time and form prescribed by the District, the prospective bidder shall be suspended from the qualified Contractor's list and not be allowed to bid on the Project unless proof of bondability is timely provided.

#### **6. APPEAL PROCESS**

Should a prospective bidder not agree with the decision regarding Supplemental Prequalification to bid on the Project, that prospective bidder may appeal the decision to the Superintendent, or his designee. The appeal must consist of a written request to the District's Chief Facilities Officer, 480 James Avenue, Redwood City, CA 94062, setting forth the specific reasons for the appeal and must be received by the District, by certified mail, within seven (7) calendar days of the receipt of the notice from the District regarding the Supplemental Prequalification results. The Superintendent, or his designee, shall consider the appeal within three (3) business days of the receipt of the notice of appeal and allow the prospective bidder an opportunity to be heard on the Supplemental Prequalification results. The appellant and the District may present evidence, testimony and information relevant to the Supplemental Prequalification results. The Superintendent, or his designee, shall issue a written decision after the conclusion of the hearing and mail or cause to be delivered said decision to the appellant within three (3) business days.

Should the prospective bidder be dissatisfied with the Superintendent's, or his designee's, written decision, the aggrieved bidder may appeal the same to the Board of Trustees. This is to be done by filing a written notice of appeal to the Chief Facilities Officer at the address noted above, setting forth the specific reasons, within five (5) calendar days of receipt of the decision of the Superintendent, or his designee. The Board of Trustees shall hold a hearing on the Supplemental Prequalification results within three (3) weeks of receipt of the notice of appeal, or as soon thereafter as possible. The decision of the Board of Trustees shall be final. Said decision shall be mailed or delivered to the prospective bidder promptly after the decision of the Board of Trustees is made.

#### **7. ADDITIONAL MATTERS**

The District reserves the right to waive non-material irregularities and omissions in the information contained in any Supplemental Prequalification application submitted and to make all final determinations. To the extent allowed by law, the information submitted by prospective bidders shall remain confidential except on appeals to the Board of Trustees where information used to decide the appeal will become public.

If you have any questions regarding these instructions or the District's Supplemental Prequalification process, please contact Rosa Miralles, via email at [rmiralles@seq.org](mailto:rmiralles@seq.org).



8. At no time during the last five years has Contractor, or any firm with which any of Contractor's owners, officers, or partners was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason.

Yes  No

9. At no time during the last five years has any surety company made any payments on Contractor's behalf to satisfy any claims made against a performance or payment bond issued on Contractor's behalf, in connection with a construction project, either public or private.

Yes  No

10. At no time during the last five years has any insurance carrier, for any form of insurance, refused to renew Contractor firm's insurance policy.

Yes  No

11. At no time during the last five years has Contractor firm been denied bond coverage by a surety company nor has there been any time period in the last five years in which Contractor firm did not have a surety bond in place during the course of a public construction project when such a bond was required.

Yes  No

12. No more than once during the last five (5) years has Contractor firm been assessed or paid any liquidated damages under a construction contract with either a public or private owner.

Yes  No

13. Contractor firm has not completed and delivered projects owned by public agencies on a date later than the date called for in the original contract documents for the projects more than twenty five percent (25%) of the time.

Yes  No

## **PART 2 - RECENT RELEVANT CONSTRUCTION PROJECTS COMPLETED**

**Contractors be advised: Please provide all information requested, in the requested format. Failure to provide the requested information in the required format will be grounds for disqualifying a perspective proposer. Names, references, and contact information must be current and verifiable. (It is especially important that you provide the name of the owner and/or construction manager of the references listed below, as well as a *direct* email address for the owner and/or construction manager of your listed references, as this greatly facilitates the reference checking process.) Further, while Contractors are required to provide references as set forth in this application, the District reserves the right, at its sole discretion, to verify information provided by proposers, interview references even if not provided by Contractors, and to determine prequalification on the basis of input provided by such references and additional sources.**

**Additional pages may be attached as necessary.**

**The District will make no more than three (3) attempts to contact each reference. If a response is not received within fourteen (14) calendar days the Contractor will received a score of zero (0) for that particular reference.**

1. A. Contractor shall provide information about all of its projects that are **construction projects** that are a full and complete school campus, including new school building(s) or another public sector project consisting of building(s) in a campus setting that have been completed in the last five years (each contractor must list at least three such projects completed during the last five years):

Project No. 1 Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineering firm: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector of Record (name, current phone number and email address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:

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Original Contract Value: \_\_\_\_\_

Total Value of Approved Change Orders: \_\_\_\_\_

If the change order value exceeds the original contract value by eight percent (8%) or more, please attach a sheet explaining change orders causes.

Original Scheduled Completion Date: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

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Project No. 2 Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

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

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Architect or Engineering firm: \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector of Record (name, current phone number, and email address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_  
\_\_\_\_\_

Original Contract Value: \_\_\_\_\_

Total Value of Approved Change Orders: \_\_\_\_\_

If the change order value exceeds the original contract value by eight percent (8%) or more, please attach a sheet explaining change orders causes.

Original Scheduled Completion Date: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

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Project No. 3 Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineering firm: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector of Record (name, current phone number, and email address):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_  
\_\_\_\_\_

Original Contract Value: \_\_\_\_\_

Total Value of Approved Change Orders: \_\_\_\_\_

If the change order value exceeds the original contract value by eight percent (8%) or more, please attach a sheet explaining change orders causes.

Original Scheduled Completion Date: \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

2. The submitter of the foregoing answers to the questionnaire has read the same and the matters stated therein are true of the submitter's personal knowledge. The information is for the purpose of inducing the District to supply the submitter with plans and specifications for the Project, and any individual, company or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statements. Submitter understands that any statement which is proven to be false shall be grounds for immediate exclusion of the named Contractor from the pre-qualification process and termination of any contracts for the Project resulting from this Supplemental Prequalification process. Should the foregoing statements at any time change or cease to be proper and true in any material respect, the named Contractor agrees that the Contractor must promptly update this questionnaire and that Contractor shall not be prequalified until Contractor has done so and the District has determined that the Contractor is prequalified in light of the updated information. The submitter whose signature appears below has authority to bind the named Contractor. Submitter has provided evidence in a form and substance acceptable to the District (such as Power of Attorney) that the submitter whose signature appears below has authority to bind the named Contractor.

The undersigned hereby declares that all of the statements made in the Supplemental Prequalification questionnaire and financial statements are true and correct and are made under the penalty of perjury under the laws of the State of California.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2017, at \_\_\_\_\_,  
City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Contractor