

CITY OF WEST HOLLYWOOD

REQUEST FOR QUALIFICATIONS (RFQ) PREQUALIFIED

CITY OF WEST HOLLYWOOD

BROADCAST TELEVISION STUDIO CONSTRUCTION

Procurement Number:

09-92-21-0001

STATEMENTS OF QUALIFICATIONS ARE DUE BEFORE:

March 9, 2021 before 1:00 PM

CITY OF WEST HOLLYWOOD

NOTICE – REQUEST FOR QUALIFICATIONS (RFQ)

WEHOTV BROADCAST TELEVISION STUDIO CONSTRUCTION

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Statements Of Qualifications (SOQ) through this Request for Qualifications process, to be received only by submitting electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> for the above stated work and will only receive such statements no later than the hour of **1:00 PM, TUESDAY, MARCH 9, 2021.**

The work to be done consists of equipment and installation of a broadcast television studio, labor, including installation of Owner Furnished Equipment (OFE), miscellaneous components, hardware, interconnections and terminations, test equipment, tools, ladders, lifts and required scaffolding, daily and final cleanup of debris, testing, scheduling and commissioning of outgoing program feeds to all of the Owner's cable, satellite, and streaming service providers and Owner training.

Statements of Qualifications must be submitted electronically. Copies of the Request for Qualifications and associated documents are available for free from the City of West Hollywood website <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Please note the terms and conditions stated in this notice and all associated documents apply to the Statement of Qualifications submitted through this RFQ process and will transfer to the Request for Proposal Process for invited contractors. Project and work are interchangeable as is Proposal/Proposer and Bid/Bidder.

A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

The City of West Hollywood's Living Wage Ordinance shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968)

and 1777.5 of the Labor Code concerning the employment of apprentices by the Contractor or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit Statements of Qualifications in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

No contractor or subcontractor may be listed on a proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].

This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Interest in More Than One Submission: No contractor shall be allowed to make, submit or be interested in more than one Statement of Qualification. However, a person, firm, corporation or other entity that has submitted a sub proposal to a contractor, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other bidders submitting a bid to the Owner.

Requests for Clarification (RFI's) and Questions: All questions and requests for information shall be submitted electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> under the above stated project. Any questions addressing the interpretation or clarification of the Statement of qualifications Forms or the Statement of qualifications Documents must be submitted no later than **Wednesday, March 3, 2021 at 1:00 p.m. through the City's electronic submission process**. Following this deadline no questions regarding the statement of qualifications packet will be accepted.

Bid Security and Insurance Certificates; Performance and Payment Bonds: If invited to submit a Proposal following the first phase all Proposal must be accompanied by certified or cashier's check to be submitted to the City Clerk prior to deadline for submission of proposals (proposals will only be accepted through the online process), or bidder's bond, made payable to the AGENCY for an amount no less than ten percent (10%) of the total bid price, this can be scanned and submitted as part of the proposal. Any bid not accompanied by such a guarantee will not be considered.

The successful proposer will be required to furnish, within **five business days**

of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price, on the forms provided and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

License Requirements: Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Contractors shall possess at a minimum the following valid California Contractor license in order to perform the Work: C7 – Low Voltage Systems Contractor. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the bid documents as requested to include percentage and dollar value of work.

Standard Specifications: The Standard Specifications of the Agency are contained in the most recent edition of the STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION, including all supplements, as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California. The Standard Specifications set forth above will control the General Provisions for this Contract except as amended by the Plans, General Conditions, Special Provisions, Technical Provisions, or other Contract Documents.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or statement of qualifications or to waive any irregularities or informalities in any statement of qualifications or in the proposals should it deem this necessary for the public good, and also the bid of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all statement of qualifications under advisement for a period of ninety (90) days. No Proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

Point of contact for this project is either Helen Collins at 323-848-6895 or via email at hcollins@weho.org OR Kent Egenberger at (323) 848-6388 or via email at kegenberger@weho.org

BY ORDER OF the City of West Hollywood.

**BY ORDER OF THE
CITY OF WEST HOLLYWOOD**

By: _____
City Clerk

CITY OF WEST HOLLYWOOD

REQUEST FOR QUALIFICATIONS (RFQ)

WEHOTV BROADCAST TELEVISION STUDIO CONSTRUCTION

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1. Invitation to Submit Qualifications

The City of West Hollywood invites Contractors (Applicants) to submit a completed Prequalification Questionnaire for the purpose of prequalifying, based on public contracting experience, to submit bids for the City's new WeHoTV broadcast television studio at the Aquatics & Recreation Center currently under construction at West Hollywood Park.

Any person or entity wishing to be considered for prequalification ("Applicant") must submit a completed Prequalification Questionnaire and other required information in accordance with the instructions set forth in the Questionnaire and in this RFQ document. Applicants must register on the Online Vendor Portal (see Section 5.0 below for the website address) to download the prequalification documents, submit Requests for Clarifications and receive subsequent addenda.

This procurement process will take place in two steps, first the Request for Qualifications step ("RFQ"). Upon receipt and evaluation of the submission in response to this RFQ, the submission will be scored, evaluated and all Applicants receiving prequalified status will be invited to respond to a Proposal for the fully defined scope of work.

Note:

While not applicable for the RFQ portion of this procurement, the following is applicable to the Proposal portion of the procurement given the enactment of law commonly referred to as SB 854. Contractor and the Subcontractors, of every Tier, shall be registered with the Department of Industrial Relations pursuant to Labor Code §§ 1725.5 and 1771.1 for the duration of time that Contractor is performing the Work under the Contract Documents. Neither Contractor, nor any Subcontractor, shall be qualified to submit a Bid/Proposal, or be listed in a Bid/Proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of Work under the Contract Documents unless currently registered and qualified to perform public work pursuant to Section Labor Code §1725.5. Contractor shall not enter into any subcontract without proof of the potential Subcontractor's registration. If an unregistered Contractor submits a Bid/Proposal, the City will deem such Bid/Proposal non-responsive. If any unregistered Contractor or unregistered Subcontractor performs Work on this Project at any time, the City has the right to cancel the Contract for cause.

Contractor will be required to certify, under penalty of perjury under the laws of the state of California, to the City that it is properly registered with the DIR before performing any WORK. Contractor will be also be required to get from all of its subcontractors a certification, signed under penalty of perjury under the laws of the state of California, and deliver same to the City that each and every subcontractor is properly registered with the DIR before it/they perform any WORK.

By this RFQ, the City hereby extends an invitation to submit Statements of Qualifications ("SOQs") as set forth below. All information submitted to the City shall become the property of the City. There are no expressed or implied obligations for the City to reimburse responding firms for any expense incurred in preparing an SOQ in response to this RFQ. The City reserves the right to reject any or all of the submitted SOQs at any time if it deems doing so to be in its own best interests.

2. Background Information

2.1. The City

Through tireless determination, the City of West Hollywood was officially incorporated as an independent City on November 29, 1984. Previously, West Hollywood had been an unincorporated section of Los Angeles County. The City is 1.9 square miles with a population of approximately 36,000 residents and hundreds of thousands of guests on a monthly basis. The City bordered by the City of Beverly Hills to the west and surrounded by the City of Los Angeles on all other sides.

3. Prequalification Schedule

The milestone schedule for the tender of this prequalification process is as follows:

RFQ Issuance	February 23, 2021
Deadline for RFQ Requests for Clarifications (before)	March 3, 2021
Deadline for submission of RFQ	March 9, 2021
Review and Evaluation Process	March 10-25, 2021

Notification of Qualified Contractors (tentative)	April 1, 2021
RFP Issuance to PreQualified Applicants	April 15, 2021
Start of Agreement (tentative)	June, 2021

Please note all submissions to include Requests for Clarifications shall be submitted through the online process through the Vendor Portal.

4. Scope of Work and Services Required

Under this RFQ, the City intends to prequalify at a minimum Applicants in the license categories listed below to provide materials, supplies, and professional services for the construction, installation and testing of equipment used in a professional broadcast television studio.

1. C7-Low Voltage Systems Contractor

Please Note: That certifications and trainings to perform the work included in this process are required and the responsibility of the awarded contractor.

1. The AV bidder shall have 7 years of experience with implementing commercial-grade AV systems and professional live-to-air broadcast studios of similar size and scope.
2. The AV bidder's lead AV designer shall have the following certifications:
 - a. Avixa CTS-D
 - b. Crestron DMC-E-4k
 - c. Current good-standing membership in NAB or SMPTE
3. The AV bidder's lead AV installer shall have the following certifications:
 - a. Avixa CTS-I
 - b. Crestron DMC-T-4K
 - c. Current good-standing membership in NAB or SMPTE
4. The AV bidder's lead AV programmer shall have the following certifications:
 - a. Crestron Master Programmer Certification Silver (minimum)
5. The AV bidder shall be a dealer in good standing for the below manufacturers:
 - a. Broadcast Pix
 - b. Blackmagic Design
 - c. Clearcom
 - d. Strand
 - e. Cablecast
 - f. Crestron
6. The AV bidder shall have received training on the current specified products from the below manufacturers. If the bidders have not yet received training from the below manufacturers, the bidder will be required to receive training from the below manufacturers on the specified products before starting work at no additional expense to the project.
 - a. Broadcast Pix
 - b. Blackmagic Design
 - c. Clearcom
 - d. Strand
 - e. Cablecast
 - f. Crestron
7. Provide your contractor's license number for the state of CA
8. Provide examples and summaries of 3 similar live-to-air/production studios that your firm has completed within the last 5 years.
9. Provide resumes for your lead installer, engineer, and programmer.
10. Confirm that your office or assembly shop is located within 60 miles of the job-site.

5. Selection Process

The City is inviting Contractors to submit a completed Statement of Qualifications (including the Prequalification Questionnaire Attachment 1 to the RFQ). The City will determine the final number of applicants that will be invited to submit a proposal fully defined scope of work.

While the City will use the scoring outlined in the Prequalification Questionnaire as a guide to assess the respective strengths of each SOQ, the final selection for award remains a qualitative based selection process as the City determines to be in its own best interests.

The Prequalification Questionnaire and other RFQ documents are available at the Online Vendor Portal at: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Applicant registration is required prior to downloading all documents with the exception of the Notice. Should an applicant have difficulties with the link or downloading the required documents it is the applicant's sole responsibility to resolve the issue with the appropriate party in sufficient time to meet submission deadlines.

6. Information and Instructions Regarding the RFQ Process

6.1. Prequalification

The Prequalification Questionnaire, which contains five (5) sections, is included in this RFQ as Attachment 1. IT MUST BE FILLED OUT AND SUBMITTED. Additional documents and information requested in Section 5 of the Prequalification Questionnaire should be inserted, tabbed and identified, using question numbers that corresponds with the Prequalification Questionnaire Document question numbers.

To fill out the Prequalification Questionnaire, follow the instructions set forth in this RFQ. Additional instructions are also set forth in Attachment 1. **It is very important that the Applicant follow the instructions set forth in this RFQ and in Attachment 1.**

The evaluation process, which includes the City's System of Rating Applicants, will identify a group of Applicants who qualify to move forward in the process.

6.2. Submitting a Statement of Qualifications ("SOQ")

6.3. Preparing Your Statement of Qualifications ("SOQ")

The SOQ should provide a straightforward, concise description of how the Applicant will meet the requirements of the RFQ. Emphasis should be on the quality, completeness, clarity of content, and responsiveness to the requirements.

The SOQ shall be limited to the following components, as further described in Section 6.4, below.

- Cover Page
- Table of Contents
- Cover Letter/Letter of Interest
- Prequalification Questionnaire – "Attachment 1" to the RFQ, including all required documents
- Additional Document – Attachment 2
- Explanations – if any (tabbed and labeled)

6.4. Contents of the SOQ

6.4.1. Cover Page

Create a Cover Page that states:

**PREQUALIFIED SERVICE PROVIDERS CITY-WIDE
STATEMENT OF QUALIFICATIONS**

State the license category alpha/numeric identifier and description as shown in the following examples:

LICENSE CATEGORIES SUBMITTED:

C7 – Low Voltage Systems Contractor

6.4.2. Table of Contents

Immediately following the Cover Page, create a Table of Contents that identifies all components of your Statement of Qualifications as submitted and that references the Page Number or Tab Number where the particular item is to be found.

6.4.3. Cover Letter/Letter of Interest

Create a Cover Letter/Letter of Interest of no more than one (1) page. It must be signed by a representative(s) of the Applicant with authorization to bind the Applicant. The letter should include the name, address, telephone number, email address, and fax number of the Applicant's point(s) of contact.

Please include information regarding any additional Contractors Licenses your firm carries.

6.4.4. Prequalification Questionnaire – Attachment “1” to the RFQ

It is very important that you respond fully and completely to all questions and requirements in Sections 2, 3, 4 and 5 of the Prequalification Questionnaire – “Attachment 1” to the RFQ., including your inclusion of all required pages. **Make sure that all required documents are included in your SOQ.**

Section 2. General Information About Applicant. This section is not scored, but it must be fully completed.

Section 3. Essential Requirements for Qualification. This section is pass/fail, as described in attachment 1. Applicant must pass Section 3 in order to be further evaluated.

Section 4. General Qualifications. This section is scored on a point system, as fully explained in Attachment 1 An Applicant must score a minimum of **93** points out of the maximum **127** points possible. Applicant must pass Section 4 in order to be further evaluated.

Section 5. Specific Qualifications. This section is scored on a point system, as fully explained in Attachment 1.

Additional Documents to be Submitted with SOQ

The following documents are attached to this RFQ. **They are required forms, and must be completed, signed by the Applicant's authorized individual and submitted as part of your SOQ. Read the instruction on each form carefully for completion instructions:**

1. Prequalification Questionnaire – “Attachment 1”
2. Non-Collusion Declaration Form – “Attachment 2”

Should any of the information contained herein change; it is the Applicant’s responsibility to immediately submit a new form with the updated information to the City.

6.5. Applicant Request for Clarification (RFC) Deadline For RFQ

All Requests for Clarification (RFC), including all questions and issues regarding the RFQ process, requirements, criteria, and other information, must be made on or before the deadline identified in the RFQ and be submitted through the following Online Vendor Portal:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

All responses to RFCs will be communicated through written addendum via the Online Vendor Portal. No other responses or changes are authorized.

The RFQ may, after publication, be altered, modified, changed or amended by way of written addenda through the Online Vendor Portal.

It is the responsibility of the Applicant to ensure that the City has the correct name, address, phone number, and e-mail address of Applicant’s contact person(s).

Applicant is directed to Section 3.0 Tentative Prequalification Schedule and to the Online Vendor Portal for the RFC due date and time.

7. Terms and Conditions of the RFQ Process

7.1. Post Award Submittals

1. Within THREE (3) Days after the earlier to occur of issuance of either a Notice of Intent to Award or request by the City.
 - a. Payee Data Record W-9 in the form provided by the City; and

7.2. City Rights

The City expressly reserves the unqualified right to undertake any of the following, if advantageous to the City:

1. Accept or reject any or all of the submitted SOQs; waive or decline to waive any and all defects as to form, content, informalities, technical inconsistencies and/or irregularities in any SOQ or the RFQ process;
2. Terminate the RFQ process at any time;
3. Modify and/or suspend any and all aspects of the RFQ;
4. Reissue the RFQ;

5. Extend the timeframe for submission of the SOQs by notification to the parties known to City to have received a copy of the RFQ;
6. Accept amendments (if requested by the City) to an SOQ after expiration of the deadline for receipt of same;
7. Request clarification of information submitted, or request additional information, from any or all submitting Applicants; and
8. Hold all SOQs for a period of ninety (90) days after the deadline for receipt of SOQs.
9. The SOQs submitted in response to the RFQ will become the property of the City and may be used by the City in any way it deems appropriate.
10. City reserves the right to verify and check information submitted from all other sources available to City. City's decision will be based on objective evaluation criteria as set forth in the Evaluation Criteria that accompany this RFQ ("Attachment 1"). Acceptance of any SOQ will take into consideration the reliability of the Applicant, past documented performance of the Applicant, and all of its proposed officers, directors, employees, team members subcontractors and sub-consultants, and the appropriateness of the information provided. The City will, in the exercise of its discretion, be the sole judge in the determination of the quality and appropriateness of an SOQ. The City's decision will be final.
11. All costs for preparation, submission and/or delivery incurred in connection with the RFQ are the sole responsibility of the Applicant and will not be paid by the City. The City will not be liable for any costs incurred in the preparation of an SOQ or incidental to the preparation and presentation of qualifications either orally or in writing. Any costs incurred in the preparation of the SOQ, in the submission of additional information, and/or in any other aspect of the SOQ before the award of a contract will be borne by the Applicant.
12. SOQs that are submitted with conditional clauses, alterations, items not called for in the RFQ, or irregularities of any kind, are subject to rejection by the City, at its option.
13. By submitting an SOQ, the Applicant acknowledges that it has investigated and satisfied itself as to the conditions affecting the services and work. The City shall not be responsible for any conclusions or interpretations made by an Applicant of the information made available by the City.
14. The submission of an SOQ shall be prima facie evidence that the Applicant has full capacity to execute the scope and nature of the work and services to be performed. The receipt by the City of an SOQ will indicate that the submitting Applicant generally understands the nature of requirements.
15. The City reserves the right to require that the Applicant demonstrate that it has the skills, equipment, and other resources necessary to satisfactorily perform the nature and magnitude of work and services necessary to complete work.
16. The Applicant shall furnish the City with such additional information as the City may

reasonably require.

17. The City will require the selected Contractors to have all required business licenses, a valid contractor's license, appropriate valid professional licenses, and to provide evidence of appropriate insurance and bonding coverage/capacity.
18. At the end of the Request for Qualification process, the selected Contractor(s) will be required to enter into a contracts, prepared by the City.
19. SOQs and financial information received after the date and time specified, whether delivered or mailed, may not be considered and may be returned to the Applicant unopened, at the sole discretion of the City. It is the sole responsibility of each Applicant to ensure that its SOQ and financial information arrive at the specified location before the date and time specified.
20. No individual or firm responding to this RFQ shall obtain any claim or cause of action against the City by reason of any aspect of the RFQ, defects or abnormalities contained herein, defects or abnormalities in the selection process, the rejection of any SOQ, the acceptance of any SOQ, any statements, representation, acts or omissions of the City, the exercise of any discretion by the City in connection with any of the foregoing, or any and all other matters arising out of all or any of the foregoing. No Applicant shall rely and cannot rely on any verbal communication received from anyone representing and/or purporting to represent the City in connection with this Prequalification process, all of which are hereby disclaimed and disavowed.
21. Decrease the number of Firms qualified if the City determines it is in the City's best interest to do so.
22. All references in this RFQ to Applicant, Contractor, and other person or persons, are intended only as generic terms and shall be interpreted to apply to any number and any gender, as applicable.
23. The selected Prequalified Firms will be posted at the Online Vendor Portal

at: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

It is an Applicant's sole responsibility to check the Online Vendor Portal for this and all other postings.

24. Summaries contained in the RFQ documents covering matters expressly addressed in more detail elsewhere in the RFQ documents are for the convenience of the Applicants, and in all such instances the more specific, detailed provisions shall govern.
25. Applicants shall not, before completion of the prequalification process and listing of the Prequalified Firms, communicate, either verbally or in writing, with any of the following persons other than the person designated in this RFQ for the purpose of discussing the requirements of the RFQ documents or the selection process: (1) any member of the Evaluation Panel; (2) any employee of the City involved in the RFQ process; (3) any consultant or professional retained by the City for the purpose of providing the City advice or professional services in respect to any aspect of the RFQ process; or (4) any

trustee, officer, employee, or representative of the City. Unauthorized communication by an Applicant in violation of the foregoing constitutes grounds for disqualification. Doing so is immediate grounds for disqualification for this Prequalification process, at the discretion of the City.

26. Except as otherwise provided elsewhere in the RFQ documents, all procedures and proceedings provided for by these Instructions shall be closed to the public.
27. Applicant shall sign and submit the "Conflict of Interest Certification" ("Attachment 3" to the RFQ) with its RFQ submittals. The City reserves the right to determine, in its sole and absolute discretion, whether any circumstances constitute a conflict of interest that may disqualify the Applicant from participating further in the RFQ process.
28. The City shall have the right to make all determinations and interpretations relating to the RFQ documents or the qualification process, including, without limitation, any Applicant's compliance with the RFQ documents or its qualifications to participate in the RFQ process, and all such determinations shall be final and binding.
29. Nothing stated in the RFQ Documents and no action by the City taken in connection with the RFQ process shall constitute, or be interpreted as, creating any legal obligation on the part of the City to enter into a contract(s) with any Applicant.
30. The City shall have the right, but not the obligation, before, during, or after scoring the SOQs, to disqualify on the grounds of non-responsiveness any Applicant who submits an SOQ that does not comply with the requirements of the RFQ.
31. City shall have the right, but assumes no obligation, to investigate the facts or circumstances of any response or information provided by an Applicant. The City has no obligation to afford any Applicant the opportunity to respond to any adverse information that may be received as a result of such investigation or that comes to the attention of City by other means. In addition to the foregoing, the City shall have the right, but not the obligation, at any time to designate auditors to perform audits or reviews of the books or accounts of any Applicant and in such instances the Applicant shall make provision for, and is responsible to ensure full and prompt cooperation with, such audits or reviews, at no cost to the City.
32. Unless requested by the City in an RFQ Addendum or Request for Clarification, an Applicant shall not have the right after the deadline for receipt of SOQs, to submit new or additional information or supplement its SOQ. Notwithstanding the foregoing, the City reserves the right, in its sole and absolute discretion, but assumes no obligation, to request, receive, evaluate, and consider, as part of its evaluation of an SOQ, any additional or supplemental information received from any source, including, without limitation, information received after the deadline for receipt of SOQs. Nothing stated herein shall be interpreted as limiting the City's right to seek additional information from Applicants pursuant to Clarifications and/or Discussions.
33. An Applicant that is not identified as part of this process does not constitute a determination by the City that the Applicant is not a responsible bidder. Conversely, a determination that an Applicant is identified as Prequalified does not constitute a waiver of the City's right to make a subsequent determination, based on new information not considered as part of the qualification evaluation process, that such Applicant is not responsible; meaning that the

Applicant does not have the demonstrated attributes of trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the required services or work.

34. The rights, powers, and discretion expressly conferred upon the City under the RFQ documents are not intended to be exclusive but are cumulative and in addition to, and not a substitute for, every other right, power, or discretion existing or available to the City under the RFQ documents or Applicable Laws.

7.3. Ongoing Obligation to Update the City Regarding Information

If at any time during this RFQ process, any information submitted by an Applicant becomes inaccurate, incomplete, and/or untrue, the Applicant must immediately notify the City representative identified herein and immediately provide updated, accurate information in writing, under penalty of perjury.

7.4. City Reservation of Rights

7.4.1. Irregularities, Omissions, Determinations

City reserves the right to waive any irregularities and omissions in the information contained in a Submission, to make all final determinations, and/or to determine, at any time, that the selection process for the Procurement should be abandoned.

7.4.2. Applicant Assumption of all Risks, Consequences

Each Applicant assumes all risks and/or consequences of an incorrect delivery or an untimely delivery of an SOQ.

7.4.3. Applicant Assumption of all Financial Risks

Each Applicant assumes any and all financial risk of loss in participating in this process and the City shall not, under any circumstance, be liable for any cost, expense, loss, or damage sustained by an applicant participating in this process.

PREQUALIFICATION QUESTIONNAIRE
(“ATTACHMENT 1” TO THE RFQ)
FOR
CITY OF WEST HOLLYWOOD
WEHOTV BROADCAST TELEVISION STUDIO
PREQUALIFICATION
STATEMENT OF QUALIFICATIONS (SOQ)

APPLICANT MUST FILL OUT THIS PREQUALIFICATION QUESTIONNAIRE COMPLETELY AND SUBMIT WITH ALL REQUIRED SUPPORTING DOCUMENTS AND FORMS.

1. **APPLICANT NAME:** _____

2. **LICENSE CATEGORY/(IES):** _____

3. **TOTAL BONDING CAPACITY:** _____

4. **BONDING CAPACITY PRESENTLY ENCUMBERED:** _____

5. **BONDING CAPACITY AVAILABLE AND REMAINING AT TIME OF SUBMISSION:** _____

FAILURE TO PROVIDE THIS INFORMATION MAY DEEM THE SUBMISSION NON-RESPONSIVE

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SECTION 1. INFORMATION FOR APPLICANTS

SECTION 2. GENERAL INFORMATION ABOUT APPLICANT

SECTION 3. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

SECTION 4. GENERAL QUALIFICATIONS

SECTION 5. SPECIFIC QUALIFICATIONS

SECTION 1. INFORMATION FOR APPLICANTS

General Background and Explanation of the Uniform Rating System. The City of West Hollywood has developed this evaluation process to select qualified contractors to submit a proposal to provide materials, supplies, and professional services for the installation and testing of equipment used in a professional broadcast television studio. The applicant shall have sufficient capacity to provide 5 day per week/8 hour per day service based on a standard work week.

The Prequalification Questionnaire is comprised of five (5) sections:

Section 1: Information for Applicants

This section provides information to Applicants and requires no Applicant input.

Section 2: General Information about Applicant

This section requests various information from the Applicant, but it is not scored. However, failure to provide information in this Section can deem the Applicant non-responsive and preclude the Application from moving onto the next Section.

Section 3: Essential Requirements for Qualification

This section is comprised of fifteen (15) questions. It is “pass/fail,” meaning that the applicant either passes or fails, based on the answers provided. If the Applicant provides a failing answer on any one of the questions, the Applicant may be disqualified.

Section 4: General Qualifications

This section is comprised of twenty-nine (29) questions. Each question is assigned points and can be assigned “negative” or “positive points that will be deducted from a score. The scoring system for Section 4 is explained in its opening paragraph. The maximum points possible for Section 4 are one hundred twenty-seven (127). A score of less than ninety-three (93) points will disqualify the Applicant.

Applications that are deemed responsive and have passed Section 3 and Section 4 will be moved into the final scoring for Section 5. Firms that are disqualified in Section 3 or Section 4 do not qualify for Section 5 scoring.

Section 5: Specific Qualifications

Section 5 is comprised of six (6) major categories, each of which is assigned points. The scoring system for Section 5 is explained at the beginning of each category or subcategory. The maximum points possible for Section 5 are three hundred (300) points. To prequalify, an Applicant must achieve a score of 210 or more out of the 300 points.

The minimum scoring requirements may be adjusted up or down based on the scores of the entire group to determine the final number of prequalified contractors so that the City does not have to re-issue the RFQ.

ATTACHMENT 1

Weighting. The City has determined that certain qualification criteria are more important than others. Therefore, the total points scored in Section 5 are as indicated in the table below.

Application Project-Specific Qualifications Category	
5.1 Firm Experience / Project Approach Narrative	50 Points
5.2 Quality Narrative	25 Points
5.3 Safety Narrative	25 Points
5.4 Key Personnel List	50 Points
5.5 Project Experience / Past Performance	150 Points
Total Points Available	300 Points

SECTION 2 BEGINS ON THE FOLLOWING PAGE.

SECTION 2. GENERAL INFORMATION ABOUT APPLICANT (NOT SCORED)

CONTRACTORS STATE LICENSE BOARD (CSLB) GENERAL CONTRACTOR CATEGORY IS: _____

ADDITIONAL CSLB LICENSE CATEGORY(IES) (if any):

FIRM INFORMATION

Firm Name: _____
(as it appears on Secretary of State website)

Address: _____

Contact Person: _____
Email Address: _____
Phone: _____

Contractor's License Numbers _____

DIR Registration Number: _____

Federal Tax ID Number: _____

Firm Organized as

(Check One):

- Corporation (see page 6)
- Limited Liability Company (LLC) (see page 8)
- Limited Partnership (LP) (page 7)
- General Partnership (GP) (see page 7)
- Limited Liability Partnership (LLP) (see page 7)
- Sole Proprietorship (see page 9)

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

2.1 Has your firm changed names or license numbers in the past five (5) years?

Yes No

If "Yes," explain on a separate, signed page, including the reason for the change. Attach explanation page behind separate and labeled tab at the back of the submission.

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2.2 Company Information: Complete one of the section/pages below that is applicable to your Company (Corporation, Partnership, LLC or Sole Proprietor).

For a Corporation:

Date incorporated: _____ Under the laws of the State of: _____

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

Name	Position	Years with Co.	% Ownership

2.2.1.2 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 the purposes of this question, "owner" and "partner" refer to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock, if the business is a corporation.

NOTE: "Was associated" or "associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to any questions on this form.

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

ATTACHMENT 1

2.2.1 For a Partnership:

Date of formation: _____ Under the laws of the State of: _____

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

Name	Position	Years with Co.	% Ownership

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

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

ATTACHMENT 1

2.2.2 For a Limited Liability Company:

Date of formation: _____ Under the laws of the State of: _____

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

Name	Position	Years with Co.	% Ownership

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

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

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

ATTACHMENT 1

2.2.3 For a Sole Proprietorship:

Date of Commencement of Business: _____

Social Security Number of Company Owner: _____

SECTION 3 BEGINS ON THE FOLLOWING PAGE.

SECTION 3. ESSENTIAL REQUIREMENTS FOR QUALIFICATION (PASS / FAIL)

You must respond to all of the following questions.

The Applicant **may** be immediately disqualified if the answer to **ANY** of 3.1 through 3.9 is “No.”

3.1 Contractor possesses the valid and current California Contractor’s licenses that would allow it to perform the scope of work proposed.

Yes No

3.2 Contractor has a general liability insurance policy with a policy limit of at least: \$2,000,000 per occurrence and \$2,000,000 aggregate.

Yes No

3.3 Contractor has a commercial automobile insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$1,000,000 aggregate.

Yes No

3.4 It is true that no Officer or Director of Contractor has filed for bankruptcy or been forced into bankruptcy by his or her creditors within the last ten (10) years?

Yes No

3.5 Contractor has a current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.

Yes No

3.6 Contractor has 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 your current aggregate limit and per project bonding capacity.

Yes No

NOTE: Notarized statement must be from the surety company, not an agent or broker. Attach behind tab entitled **3.6 Bond Capacity Letter at end of submission**

3.7 The Contractor’s Intrastate EXPERIENCE MODIFICATION RATE (EMR), for the most recent premium year, is 1.24 or lower?

Yes No

ATTACHMENT 1

- 3.8** Labor Code § 1725.5 states, in pertinent part that: “A contractor shall be registered pursuant to this section to be qualified to bid/propose on, be listed in a bid/proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any public work contract that is subject to the requirements of this chapter.”; and that the Contractor is or will be so registered with the Department of Industrial Relations at the time the Contractor submits a Statement of Qualifications that is the subject of this procurement.

Contractor acknowledges the above and agrees to comply. Yes No

- 3.9** Labor Code §§ 1725.5 and 1771.1(a) state, in pertinent part that: “A contractor or subcontractor shall not be qualified to bid/propose on, be listed in a bid/proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5.”; and that the Contractor will not list any subcontractors in its bids/proposals for any project that Contractor may be invited to propose on as a result of this prequalification, unless such subcontractors are registered with the Department of Industrial Relations.

Contractor acknowledges the above and agrees to comply. Yes No

The applicant may be immediately disqualified if the answer to ANY of questions 3.10 through 3.13 is “Yes.”

- 3.10** Has your contractor’s license been revoked at any time in the last five (5) years?

Yes No

- 3.11** Has a surety firm completed a contract on Contractor’s behalf, or paid for completion because Contractor was defaulted and/or terminated by a project owner within the last five (5) years?

Yes No

- 3.12** At any time during the last five (5) years, has the Contractor or any of its owners, officers, and/or directors 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

- 3.13** In the last five (5) years, have any assets of the Contractor been frozen and/or attached by any governmental entity?

Yes No

If the answer to question 3.14 and/or 3.15 is “Yes,” and if the ineligibility and/or debarment periods is/are over at the time of submission, this will not automatically disqualify an applicant from

ATTACHMENT 1

submitting for prequalification status.

- 3.14** Has Contractor’s firm ever been 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?

If yes, check only one box below

Yes Yes (but periods are over) No

If the answer is “Yes (but periods are over),” state the beginning and ending dates of the ineligibility period and the reasons for ineligibility.

Beginning of debarment period: _____

Ending of debarment period: _____

- 3.15** Has Contractor’s firm ever been debarred by any governmental entity for any reason? If “Yes,” check only one box below:

Yes Yes (but periods are over) No

If the answer is “Yes (but periods are over),” state the beginning and ending dates of the ineligibility period and the reason(s) for debarment.

Beginning of debarment period: _____

Ending of debarment period: _____

SECTION 4 BEGINS ON THE FOLLOWING PAGE

SECTION 4. GENERAL QUALIFICATIONS

NOTE: APPLICANT MUST RESPOND TO EACH QUESTION.

There are a **maximum of 127 points** available (not including bonus points) for this Section 4. To pass this General Qualifications Section, an Applicant must score a **minimum of 93 points**.

- 4.1 Proposer must submit safety information as requested below. This item will be considered in the evaluation process under Qualifications of Firm.
- a. Proposer shall provide its Total Recordable Cases and Number of Hours Worked by all Employees from its officially submitted OSHA 300 Log for the previous calendar year.
 - b. Proposer shall provide its Total Cases with Days Away from Work by All Employees from its officially submitted OSHA 300 Log for the previous calendar year.
 - c. Contractor must provide a copy of the most recent experience modification worksheet issued to them by the California Workers' Compensation Bureau (WCIRB) for the services sought as part of this RFP.

Subtract 2 points (for each item not submitted up to a negative 6 points)

5 points

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

_____ Years (failure to fill in this blank will result in 0 points awarded)

3 years or less 2 points

4 years 3 points

5 years 4 points

6 or more years 5 points

- 4.3 Was your firm in bankruptcy at any time during the last five (5) years or is your firm currently the debtor in a bankruptcy case?

Yes Subtract 5 points No 5 points

- 4.4 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 Subtract 5 points No 5 points

- 4.5 In the last five (5) years, have any of your company's owners, officers or partners of any firm associated with, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

Yes Subtract 5 points No 5 points

ATTACHMENT 1

4.6 In the last five (5) years, has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?

Yes 0 points No 5 points

4.7 At any time in the last five (5) years, has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner? If so, how much was paid out?

\$ _____ (failure to fill in this blank will result in 0 points awarded)

Yes 0 points No 5 points

4.8 In the past ten (10) years, has any litigation or claim been filed against your firm? If so, how many claims?

_____ Claims (failure to fill in this blank will result in losing 5 points)

Yes **Subtract 5 points** No 5 points

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

_____ Instances (failure to fill in this blank will result in losing 5 points)

Yes 0 points No 5 points

Yes **Subtract 5 points for more than two claims.**

4.10 In the last five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? If so, how many instances?

_____ Instances (failure to fill in this blank will result in losing 5 points)

Yes 0 points for 1-2 instances No 5 points

Yes **Subtract 5 points for 3 or more instances**

4.11 Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes **Subtract 10 points** No 5 points

ATTACHMENT 1

4.12 Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes **Subtract 10 points** No 5 points

4.13 Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Yes **Subtract 10 points** No 5 points

4.14 If your firm was required to pay a premium of more than one percent (1%) for a performance and payment bond on any project(s) on which your firm worked at any time during the last three (3) years, state the percentage that your firm was required to pay.

_____ Percent (%) (fill in percentage here)
(failure to fill in this blank will result in 0 points)

- 5 points if rate was less than 1%
- 3 points if rate was equal to or greater than 1% but less than 1.10%
- 0 points if rate was equal to or greater than 1.10%

4.15 List all other sureties (name and full address) that have written bonds for your firm during the last five (5) years, including the dates during which each wrote the bonds:

Attach additional pages if needed behind tab entitled 4.15 Additional Sureties at end of submission.

- 5 points if information is provided or if only one (1) surety has been used in the last five (5) years
- 0 points if more than one (1) surety has been used in the last five (5) years.
- Subtract ten points** if no information is provided

4.16 During the last five (5) 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 **Subtract 5 points** No 5 points

4.17 How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

ATTACHMENT 1

(failure to fill in this blank will result in losing 3 points)

3 points for once per week or more less than once per week **Subtract 3 points**

NOTE: The following 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 subcontractor and a project owner. Also, you may omit references to all disputes about amounts of less than \$50,000.

4.20 In the past five (5) years, has any claim against your firm concerning your firm’s work on a project been filed in court or arbitration?

Yes No 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances **Subtract 5 points**

4.21 In the past five (5) 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 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances **Subtract 5 points**

4.22 In the past five (5) years, has your firm made any claim against an Agency (to municipalities) concerning work on a project or payment for a contract?

Yes No 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances **Subtract 5 points**

4.23 In the past five (5) years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor?

NOTE: If you have filed an appeal of 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 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances **Subtract 5 points**

4.24 In the past five (5) years, has CAL OSHA (California only) cited and assessed penalties

ATTACHMENT 1

against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations?

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

Yes No 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances Subtract 5 points

4.25 In the past five (5) years, has the federal Occupational Safety and Health Administration (outside of California) cited and assessed penalties against your firm?

NOTE: If you have filed an appeal of 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 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances Subtract 5 points

4.26 Has there been more than one (1) occasion during the last five (5) years in which your firm was required to pay either back wages or penalties for your own firm’s failure to comply with the state’s prevailing wage laws?

NOTE: This question refers only to your own firm’s violation of prevailing wage laws. If you are a General Contractor, this does not apply to violations of the prevailing wage laws by any of your subcontractors.

Yes No 5 points If “Yes,” how many times? _____
(failure to fill in this blank will result in losing 5 points)
1 instance 5 points
2 instances 3 points More than 2 instances Subtract 5 points

4.27 Does your firm have a written Injury and Illness Prevention Program (IIPP)?

Yes 3 points No Subtract 3 points

4.28 Does your firm have a written Hazard Communication Program (HazCom)?

Yes 3 points No Subtract 3 points

4.29 Does your firm have a written Heat Illness Prevention Program?

Yes 3 points No Subtract 3 points

SECTION 5 BEGINS ON THE FOLLOWING PAGE

SECTION 5. SPECIFIC QUALIFICATIONS

APPLICANT NAME: _____

LICENSE CATEGORIES: _____

TOTAL BONDING CAPACITY: _____

BONDING CAPACITY
PRESENTLY ENCUMBERED: _____

BONDING CAPACITY AVAILABLE
AND REMAINING AT TIME OF
SUBMISSION OF SOQ: _____

Maximum score possible for this Section 5 is Three hundred (300) points.

To achieve prequalification status, you must score a minimum of 210 out of 300 points.

You must respond to each individual question and to all its all parts.

Your responses must be provided on separate pages included with your SOQ.

On each separate page you submit, insert a reference to Section 5 and to the corresponding question number, so that your answers and/or other materials are coordinated with the question numbers and titles below. Examples: 5.1.1 Firm Experience/Project Approach, 5.2.1 Quality Assurance, 5.3.2 Safety,

5.1 FIRM EXPERIENCE / PROJECT APPROACH

5.1.1 Describe your experience and approach for managing the work product for the license categories under which you are applying for prequalification. Include how you would communicate with the Owner in a collaborative manner. Limit one (1) page.

Zero (0) to fifty (50) total points will be awarded, depending on the completeness of the Applicant's answer and information submitted in response to this question.

5.2 QUALITY ASSURANCE

5.2.1 Describe your firm's approach to providing quality services. Use examples if possible. Limit one (1) page

Zero (0) to twenty-five (25) total points will be awarded, depending on the completeness of the Applicant's answer and information submitted in response to this question.

5.3 SAFETY

5.3.1 Describe your firm's approach to ensuring safety for laborers and the public during the performance of the requested services. Use examples if possible. Limit one (1) page.

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Zero (0) to twenty-five (25) total points will be awarded, depending on the completeness of the Applicant's answer and information submitted in response to this question.

5.4 Key Personnel

- 5.4.1** Provide a list of your firm's key personnel that will be assigned to this agreement if awarded including the number of years they have worked with your firm.

Zero (0) to fifty (50) total points will be awarded, depending on the completeness of the Applicant's answer and information submitted in response to this question.

5.5 PROJECT EXPERIENCE / PAST PERFORMANCE

- 5.5.1** Describe your experience for three (3) contracts completed within the last ten (10) years that were similar in scope.

Include the following information, in this order, for each project:

- a. Was Your Firm a General Contractor or Subcontractor?
- b. Project Name
- c. Project Address
- d. Project Description
- e. Year Begun
- f. Year Completed
- g. Project Value
- h. Your Contract Amount (if not General Contractor)
- i. Was Your Work Completed on-time at least 90% of the time?
- j. Owner Name, Contact Person, Contact Information (email and phone)

Note: All contact information must be current and verifiable.

Zero (0) to fifty (50) points will be awarded per project, depending on the completeness of the Applicant's answer and information submitted in response to this question. Maximum possible points are one hundred fifty (150) points.

**END OF QUESTIONS FOR "ATTACHMENT 1"
TO THE RFQ**

**Attachment 1-A
Professional Reference Form**

Client Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Project Name: _____

Period of Performance: _____

Magnitude of work (\$, man hrs., etc.): _____

Description of Work: _____

Client Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Project Name: _____

Period of Performance: _____

Magnitude of work (\$, man hrs., etc.): _____

Description of Work: _____

Client Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Project Name: _____

Period of Performance: _____

Magnitude of work (\$, man hrs., etc.): _____

Description of Work: _____

ATTACHMENT 2

1. **“NON-COLLUSION DECLARATION:**

“NON-COLLUSION DECLARATION”

[TO BE EXECUTED BY BIDDER
AND SUBMITTED WITH BID]

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, at _____, _____." (Date), (City), (State)

Signed _____