## Prequalification Questionnaire, Point System

## Cover Sheet and Instructions

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| --- | --- |
|  | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility. |
|  |  |
| **PURPOSE OF DOCUMENT:** | Obtain prequalification information from the Proposers. |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | None |
| **CONTENTS:** | Prequalification Questionnaire, Point System |
| **FOR USE WITH:** | Brief Design Build Agreement |
| **COMPLETED BY:** |  | Filling in |  | Adding Text |  | No Data Required |
| **ITS USE IS:** |  | Required |  | Optional |

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods:

* Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Coded instruction within brackets. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modification and Additions below.)

**Modifications and Additions:**

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.
3. Facility may modify this document. There should be a rational relationship between the categories and their relative weight/importance. Inclusion of the points available by category is optional; points if shown must be consistent with Prequalification Questionnaire Evaluation.
4. **SECTION 4** **Construction Experience**
5. ***Project Data Sheet*** - Addition of more data fields in order to capture relevant project data. Additional data will be used to bolster UC Construction Comps data. Campuses can either forward electronic copies of the Project Data Sheets or the entire Prequalification Questionnaire - to UCOP, whichever is easiest.
6. ***Total Construction Cost – Project Data Sheet*** – It is solely the campuses discretion whether or not to require prospective bidder to provide a response to Total Construction Cost for the project their firm is submitting under Project Experience.

**Comments:**

None

END OF COVERSHEET AND INSTRUCTIONS

PREQUALIFICATION QUESTIONNAIRE, POINT SYSTEM

Project Number:

at

University of California,

Each prospective Proposer must have a current and active California contractor's license at the time of the proposal opening and must submit this Prequalification Questionnaire with all portions completed, including any required attachments.

If invited to respond to the Request for Proposals, the undersigned agrees that the University reserves the right to reject any or all Proposals, or to withhold the award of this Project for any reason.

The undersigned declares under penalty of perjury that all of the prequalification information submitted with this form is true and correct and that this declaration was executed in                                County, California, on                               .

 (Name and Title) printed or typed

 (Signature)

 (Firm Name)

 (Address)

 (City, State, Zip Code)

 (Telephone Number)

A Proposer who receives or more points out of a possible one hundred (100) points based on an established rating system will be invited to submit a response to the Request For Proposal.

**1. License - Pass/Fail**

1.1 Proposer must be a licensed contractor in California with a classification. Submit license number, classification, code, date issued, and expiration date.

Name of license holder exactly as on file with the California Contractor's State License Board:

License number:

License Classification:

License Code:

Date issued:

Expiration date:

1.2 Experience Modification Rate:

1.3 Proposer must be registered with the California with California Department of Industrial Relations (DIR). Submit registration number and expiration date.

Registration Number:

Expiration date:

**2. Design Build Experience - Total Points Available = Thirty (30)**

Provide information concerning your firm’s experience with design build contracts. Complete the following information for design build projects, with a construction value of over $ completed between and . {OPTIONAL: A maximum of three (3) projects will be evaluated.}

PROJECT DATA SHEET

(A separate sheet must be prepared for each project submitted.)

1. Project Name:

2. Project Location (including full address, if any):

City:       State:       Zip:

3. Project Description (Include any other pertinent details about the project e.g. new construction or remodel/renovation, number of floors/rooms/units ):

4. Building type (e.g. Student Housing, Hospital, Classrooms, etc.):

5. Construction Type:

6. Size (gross sq. ft.):       (assigned sq. ft.)***:***

7. a. Cost at Bid: $

 b. Change Orders $

 c. Construction Cost: $

 d. Total Project Cost: $

8. Construction Start date       Construction Completion date (or estimated date):

9. Business name of entity which constructed this project:

10. Did your entity act as a General Contractor during the entire project?

YES [ ]  NO [ ]

11. Project Owner Name:

. Project Manager:

 Project Owner Address:

City:       State:       Zip:

(Telephone Number)

E-mail Address:

12. Design Professional (e.g. the name of the Architect or Engineer of record)

Design Professional Firm:

Telephone Number       E-mail Address:

13. Design Professional’s Subconsultants (including structural engineer, electrical engineer, and mechanical engineer, if any):

a. Structural Engineer:

Contact Name:

Telephone Number       E-mail Address:

b. Mechanical Engineer:

Contact Name:

Telephone Number       E-mail Address:

c. Electrical Engineer:

Contact Name:

Telephone Number       E-mail Address:

14. Initial contract time:                     days

15 Final contract time:                     days

16. Project information. Did the project include {DESCRIBE ELEMENTS OF THE CONSTRUCTION THAT ARE NECESSARY TO DETERMINE THE EXPERIENCE REQUIRED TO SUCCESSFULLY PERFORM THE PROJECT WORK FOR WHICH PREQUALIFICATION IS SOUGHT}?

 YES            NO

17.Briefly describe project and Proposer’s role on the project:

**3. Financial Data -Total Points Available =** Fifteen (15)

 (Of Proposer submitting Prequalification Questionnaire; not parent company or subsidiary of Proposer. ***NOTE***: If Proposer and Design Professional are separate business entities, Financial Data *must* be provided for each entity.)

 3.1 Current Assets

 3.1.1 Current assets, previous fiscal year: $

 3.1.2 Current assets, most recent quarter, this fiscal year: $

 3.1.3 Current assets, next most recent quarter, this fiscal year: $

 3.2 Current Liabilities

 3.2.1 Current liabilities, previous fiscal year: $

 3.2.2 Current liabilities, most recent quarter, this fiscal year: $

 3.2.3 Current liabilities, next most recent quarter, this fiscal year: $

 3.3 Total Debt

 3.3.1 Total debt, previous fiscal year: $

 3.3.2 Total debt, most recent quarter, this fiscal year: $

 3.3.3 Total debt, next most recent quarter, this fiscal year: $

 3.4 Total Net Worth

 3.4.1 Total net worth, previous fiscal year: $

 3.4.2 Total net worth, most recent quarter, this fiscal year: $

 3.4.3 Total net worth, next most recent quarter, this fiscal year: $

**4. Claims History -Total Points Available = Twenty-five (25)**

4.1 List all Owner or Performance/Payment Bond Surety litigated claims on all projects listed by Proposer in Section 2, of this prequalification statement which were filed against Proposer, (or, if General Contractor or Design Professional is subcomponent of Proposer, against either General Contractor or Design Professional or against both) in the last years since in excess of $ for:

poor workmanship/incomplete performance, or

* unexcused delays in completion.

 (Note: Indicate if the litigation is Claims which are unresolved but still pending are not required to be submitted.)

4.2 For all projects listed in **Section 2,**  list all litigated claims (regardless if still pending and unresolved) on Form A of this prequalification statement which were made by Proposer, (or, if General Contractor or Design Professional is a subcomponent of Proposer, by General Contractor or Design Professional or both) in excess of $ for extra compensation against Owner in the last years since . (Note: Claims which are unresolved but still pending are not required to be submitted.)

**FORM A**

(Use one sheet per litigated claim and copy this form as necessary to report all claims)

Project Name

Location (City & State)

Owner

$      $

Amount of Initial Claim Amount Recovered by Proposer/General Contractor/Design Professional

Method of Resolution (check one): [ ]  withdrawn

[ ]  settled by contracting parties without litigation or arbitration

[ ]  arbitration

[ ]  litigation

Basis for Claim:

Basis for Settlement:

**5. Proposed Design Build Team Members -Total Points Available = Thirty (30)**

5.1 Provide the following information concerning each of the listed personnel. If the title/job function envisioned differs from the listed title provide the closest match and an explanation of the differences.

 Personnel:

5.1.a. Architect of Record

5.1.b. Architect’s Project Manager

5.1.c. Design Builder’s Project Manager

5.1.d. Key Design Professionals

Data:

Name

 Title, Company

Address

Relationship to Design Builder contemplated (e.g. employee, consultant etc.)

* 1. If the Architect of Record in 5.1.a above was not the Architect of Record for the projects submitted in item Section 2, provide information on up to three (3) additional design build projects where the Architect of Record is the same as is listed in 5.1.a. Use the same form as used to document projects in Section 2.
	2. If the Project Manager in 5.1.b above was not the Project Manager for the projects submitted in item section 2, provide information on up to three (3) additional design build projects where the Project Manager Architect of Record is the same as is listed in 5.1.b. Use the same form as used to document projects in Section 2.
	3. If the key Design Professionals in 5.1.d above were not the Design Professionals for the projects submitted in item section 2, provide information on one (1) additional project where the key Design Professional is the same as is listed in 5.1.d. Provide only one (1) additional project per Key Design professional. Use the same form as used to document projects in Section 2.