RESOLUTION NO. 2016-9
OF
THE MARTINEZ UNIFIED SCHOOL DISTRICT
ADOPTING PREQUALIFICATION PROCESS
FOR LEASE-LEASEBACK DEVELOPERS

WHEREAS, the Martinez Unified School District ("District") desires to prequalify potential prime contractors (referred to herein as “developers”) for lease-leaseback projects;

WHEREAS, school districts are required to prequalify developers for all contracts for projects using the lease-leaseback project delivery method awarded on or after January 1, 2016, using the requirements described in Section 20111.6 of the Public Contract Code;

WHEREAS, Public Contract Code section 20111.6 directs school districts to require prospective developers to submit a standardized prequalification questionnaire and financial statement (collectively "Prequalification Package") prior to submitting a bid on lease-leaseback projects;

WHEREAS, Public Contract Code section 20111.6 authorizes school districts to establish a uniform system of rating bidders based upon the completed Prequalification Packages ("Prequalification Process");

WHEREAS, District staff has developed a standardized questionnaire in accordance with Public Contract Code section 20111.6 attached hereto as Exhibit “A” ("Questionnaire");

WHEREAS, District staff has developed a uniform system of rating potential prime contractors based upon the completed Questionnaires in accordance with Public Contract Code section 20111.6 attached hereto as Exhibit “B” ("Rating System");

WHEREAS, the Rating System includes a process for potential developers to appeal certain decisions with respect to the prequalification process ("Appeal Process");

WHEREAS, the District desires to adopt the Prequalification Process, including the Questionnaire, Rating System, and Appeal Process.

NOW, THEREFORE, the Governing Board of the Martinez Unified School District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That the Questionnaire, the Rating System, and the Appeal Process are authorized pursuant to Public Contract Code section 20111.6.

Section 3. That the District’s Superintendent, or his designee, is authorized to implement the Prequalification Process, including accepting the final list of prequalified developers, consistent with Public Contract Code section 20111.6.
APPROVED, PASSED AND ADOPTED by the Governing Board of the Martinez Unified School District on this _____ day of __________ 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

_________________________________________
Deidre Siguenza  
President, Governing Board of the  
Martinez Unified School District

Attested to:

_________________________________________
John L. Fuller  
Clerk, Governing Board of the  
Martinez Unified School District
Exhibit "A"

Prequalification Questionnaire
MARTINEZ UNIFIED SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR
PROSPECTIVE LEASE-LEASEBACK DEVELOPERS

__________, 2016

Pursuant to Education Code section 17406 and Public Contract Code section 20111.6, each prospective prime contractor (referred to herein as "developer") shall submit the following information to establish its qualifications to perform construction work as the developer on District lease-leaseback projects.

A. DEVELOPER’S INFORMATION

Firm name: ____________________________

____________________________________

Address: ______________________________

____________________________________

Telephone: ____________________________

Fax: _________________________________

Mobile Telephone: _____________________

E-mail: ______________________________

By: ________________________ Date: ______________________

(Name of individual completing statement)

Years in business as a licensed contractor: ____________________________

Types of work performed with own forces: ____________________________

____________________________________

Years in business under current firm name: ____________________________

Years at the above address: ____________________________

Receipt and acceptance of the following addenda is hereby acknowledged:

No. __________________________________________, Dated ____________

No. __________________________________________, Dated ____________

No. __________________________________________, Dated ____________
B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations:
   a. Date incorporated: 
   b. Under the laws of what state: 
   c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation's stock.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Co.</th>
<th>% Ownership</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

2. For Firms that Are Partnerships:
   a. Date of formation:
   b. Under the laws of what state:
   c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Co.</th>
<th>% Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

3. For Firms that Are Sole Proprietorships:
   a. Date of commencement of business: 

4. For Firms that Intend to Bid as a Joint Venture:
   a. Date of commencement of joint venture:
   b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>% of Ownership of Joint Venture</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Associated Firms

For any of the above business structures, 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 past three (3) years.

<table>
<thead>
<tr>
<th>Person's Name</th>
<th>Name of Construction Firm &amp; License No.</th>
<th>Dates of Person's Participation with Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Attach all additional references and/or information on separate signed sheets.
C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the firm at any time during the past three (3) years? **NOTE:** A corporation whose shares are publicly traded is not required to answer this question.
   - ☐ Yes  ☐ No
   If "yes," explain on a separate signed sheet.

2. Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm? **NOTE:** Include information about other firms if one firm owns 10% or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.
   - ☐ Yes  ☐ No
   If "yes," explain on a separate signed sheet. Include name of the related company and percent ownership.

3. Are any corporate officers, partners or owners connected to any other construction firms? **NOTE:** Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.
   - ☐ Yes  ☐ No
   If "yes," explain on a separate signed sheet.

4. Has any owner, partner, CSLB qualifier or corporate officer of the firm operated as a contractor under any other name or license number (not listed above) in the three (3) years?
   - ☐ Yes  ☐ No
   If "yes," explain on a separate signed sheet, including the name and license number of the other company.

5. State your firm's gross revenues for each of the past three (3) years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Gross Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

   

7. Is your firm currently the debtor in a bankruptcy case or was in bankruptcy at any time during the last three (3) years?
   - ☐ Yes  ☐ No
   If "yes," please attach a copy of the bankruptcy petition and a copy of the Bankruptcy Court's discharge or any other document that ended the case, if any.
LICENCES/REGISTRATION

8. Please provide the following licensing information:
   a. Name of license holder exactly as on file with the California State License Board: __________________________
   b. License classification(s): __________________________
   c. License #: __________________________
   d. Expiration Date: __________________________
   e. Public Works Contractor's Registration # as on file with Department of Industrial Relations: __________________________

9. Has any CSLB license held by your firm or its Responsible Managing Employee or Responsible Managing Officer been suspended or revoked within the last three (3) years?
   □ Yes  □ No
   If "yes," explain on a separate signed sheet.

10. Has your firm changed names or license number in the past three (3) years?
    □ Yes  □ No
    If "yes," explain on a separate signed sheet, including the reason for the change.

DISPUTES

11. At any time in the last three (3) years, has your firm been assessed liquidated damages under a construction contract with another public or private owner?
    □ Yes  □ No
    If "yes," explain on a separate signed sheet, identifying projects by owner, owner's address, and date of completion.

12. At any time in the last three (3) years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?
    □ Yes  □ No
    If "yes," explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.
13. At any time in the last three (3) years, has a public agency found your company was not a responsible bidder?
   □ Yes □ No
   If "yes," explain on a separate signed sheet, including the year of the event, owner's address and basis for the finding.

14. In the past three (3) years, has any claims exceeding $50,000 against your firm or by your firm against an owner been filed in court or arbitration concerning your firm's work or payment on a construction project?
   □ Yes □ No
   If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

INSURANCE

15. Does Developer have liability insurance policy with a policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate?
   □ Yes □ No
   If "No," provide on a separate signed sheet what limits are available to the Developer.

16. Does Developer have current workers' compensation insurance policy as required by the California Labor Code or is legally self-insured pursuant to California Labor Code section 3700 et seq.?
   □ Yes □ No

17. In the last three (3) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
   □ Yes □ No
   If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance and year of the refusal.

CRIMINAL MATTERS AND RELATED CIVIL SUITS

18. Has your firm or any of its owners, partners or officers 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 □ No
   If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.
19. Has your firm or any of its owners, partners or officers ever been convicted of a crime involving any federal, state, or local law related to construction or fraud, theft, or any other action of dishonesty?

☐ Yes    ☐ No

If “yes,” explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

SAFETY

20. Within the past three (3) years, has the California or federal OSHA cited and assessed against your firm, or any associated firm, for “serious,” “willful” or “repeat” violations of its safety or health regulations?

☐ Yes    ☐ No

If “yes,” explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

21. Within the past three (3) years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against your firm or the owner of the project on which your firm was the Developer?

☐ Yes    ☐ No

If “yes,” explain on a separate signed sheet, describing the citation(s).

22. State the Developer’s Workers’ Compensation Experience Modification Rate for the past three (3) premium years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Modification Rate</th>
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If your EMR is 1.00 or higher, you may attach a letter of explanation.

23. Within the past three (3) years, has there ever been a period when your firm and/or any associated firm had employees but was without workers’ compensation insurance or state-approved self-insurance?

☐ Yes    ☐ No

If yes, explain on separate sheet, including the date(s) and reason(s) for the absence of workers’ compensation insurance.
PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE

24. In the past three (3) years, has there been more than one occasion in which your firm was required to pay either back wages or penalties for your firm’s failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

☐ Yes    ☐ No

If “yes,” explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

25. At any time during the past three (3) years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

☐ Yes    ☐ No

If “yes,” explain on a separate signed sheet, including date(s) of such findings and attaching the DAS’ final decision(s).

BONDING

26. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states your current bonding capacity?

☐ Yes    ☐ No

27. Provide the name, address and telephone number of the surety agent:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

28. List all sureties that have written bonds for your firm currently and during the last three (3) years:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Dates of bonds</th>
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<tbody>
<tr>
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</table>

29. In the last three (3) years, has any surety paid on your firm’s behalf as a result of a default to satisfy any claims made against a payment or performance bond issued on your firm’s behalf?

☐ Yes    ☐ No

If “yes,” explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.
30. If your firm was required to pay a premium of more than 1% for a performance and payment bond on any project on which your firm worked in the last three (3) years, state the percentage that your firm was required to pay: ________________.

You may explain on a separate sheet, why you were required to pay a premium of more than 1%.

31. In the last three (3) 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 when one was required?

☐ Yes  ☐ No

If “yes,” explain on a separate signed sheet, including the name of the surety company and the period during which your firm had no bond in place.

D. PROJECT REFERENCES

List at least three (3) of your firm’s most recent California K-12 projects (both under construction and completed), with a total contract price of $1 million or more and/or using the lease-leaseback project delivery method, in which the Developer under all firm names identified in Section B has participated on the form attached as Exhibit A. Please include all projects performed under all firm names identified in Section B. Use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

E. FINANCIAL INFORMATION

Developer must submit a reviewed financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: __________________________________________________________

Proper Name of Developer: ________________________________________

_______________________________________________________________

Signature by an officer of the Developer: _____________________________

Print Name: ____________________________________________________

Title: __________________________________________________________
EXHIBIT A

1. Project Name/Identification:
   a. Project Name: __________________________________________
   b. Project address/location: _________________________________
   c. Owner (name of district reference and tel. no.): ____________
   d. Architect (name and tel. no.): _____________________________
   e. Construction Manager (name and tel. no.): _________________
   f. Scope of Work: _________________________________________
   g. Was/Is this a lease-leaseback project? _____________________
   h. Original completion date: _________________________________
   i. Actual date of completion: _______________________________
   j. Time extensions granted: _________________________________
   k. Initial contract value: _________________________________
   l. Final contract value: _________________________________

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: ___________________________  Name
Exhibit “B”

Prequalification Rating System
1. **Confirm Prequalification Statement Submitted is Responsive** – if the answer to any of the questions is “no,” then the Prequalification Package is nonresponsive. (See Section III.E of Prequalification Information)

   A. **Completeness**
   Did the Developer provide all requested information in its submitted Prequalification Statement?

      Yes  No

   B. **Signed Under Penalty of Perjury**
   Is the Prequalification Questionnaire signed under penalty of perjury by an individual who has the authority to bind the Developer on whose behalf they are signing?

      Yes  No

2. **Incomplete, Misleading or Inaccurate Information** – if the answer to any of the questions is “yes,” then reject the Developer.

   A. Is the information provided by the Developer is misleading or inaccurate in any material manner?

      Yes  No

   B. Is the information contained in the Prequalification Package is not updated under penalty of perjury when it is no longer accurate?

      Yes  No

3. **Confirm Essential Criteria**

   a. License (See Section C.9. of Questionnaire)

      Has the Developer held all Developer’s license(s) necessary to perform its work for at least three (3) years and have those license(s) not been suspended or revoked?

      Yes  No

      *(If no, then Developer is not qualified)*
b. **Registration (See Section C.8. of Questionnaire)**

Is the Developer currently registered as a Public Works Contractor with the Department of Industrial Relations?

Yes   No

(If no, then Developer is not qualified)

c. **Disqualification (See Section C.12. and C.13. of Questionnaire)**

Has the Developer ever been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California in the past three (3) years.

Yes   No

(If yes, then Developer is not qualified)

d. **Insurance (See Section C.15. of Questionnaire)**

Does Developer have liability insurance policy with a policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate?

Yes   No

(If no, see attachment if they are capable of attaining the above limits. If not, then Developer is not qualified)

e. **Workers Compensation (See Section C.16. of Questionnaire)**

Does Developer have current workers’ compensation insurance policy as required by the California Labor Code or is legally self-insured pursuant to California Labor Code section 3700 et seq.?

Yes   No

(If no, then Developer is not qualified)

f. **Bonding Capacity (See Sections C.26. through C. 31. of Questionnaire)**

Does Developer demonstrated that it can provide a 10% bid bond, 100% payment bond, and 100% performance bond, each issued by a surety admitted and authorized to transact business as a surety in California?

Yes   No

(If no, then Developer is not qualified)
g. Criminal Matters and Related Civil Suits (See Section C.19. and C.20. of Questionnaire)

Has the Developer, or any of its owners or officers, shall not have been convicted of a crime involving the bidding, award or performance of a contract of a government construction project or fraud, theft, or any other action of dishonesty within the past five (5) years?

Yes        No

(If yes, then Developer is not qualified)

4. Contact References

The District must contact each of Developer's references from a minimum of 3 of its most recent K-12 school district projects, including a lease-leaseback project, unless the Developer has not completed three (3) school district projects or a lease-leaseback project, in which case, the District will contact all of the Developer's references for school projects plus the most recent references from other projects so that the District contacts a minimum of three (3) references for Developer.

5. Complete Evaluation Worksheet

Insert total score from evaluation worksheet
Developer must have 55 out of 115 points or higher to qualify

Total Points

6. Appeal Process

If the Developer decides to appeal the District's qualification decision, it shall follow this procedure:

a. Developer shall submit, in writing, within three (3) working days from notification, a request for a written response to the District to explain any aspect of the District's determination.

b. Within three (3) working days from receipt of the District's written response to the developer's request, developer may submit, in writing, a request for reconsideration by the District's staff. Developer may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the developer chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.
MARTINEZ UNIFIED SCHOOL DISTRICT
PROSPECTIVE LEASE-LEASEBACK DEVELOPER
PREQUALIFICATION EVALUATION REFERENCE FORM

__________, 2016

(To be utilized by District to evaluate references)

The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Developer’s performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and enter the average of the Total Numerical Rating of all the Evaluation Reference Forms for that Developer at the corresponding place on the Evaluation Worksheet.

Section I - General Project Information

<table>
<thead>
<tr>
<th>Name of Developer:</th>
<th>Total Contract Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contract Start/End Dates:</td>
</tr>
<tr>
<td></td>
<td>Actual Completion Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Scope of Work:</th>
</tr>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Public Agency/School District:</th>
<th>Telephone Number of Contact Person:</th>
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<table>
<thead>
<tr>
<th>Name of Contact Person:</th>
<th>Date and Time of Interview of Contact Person:</th>
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<table>
<thead>
<tr>
<th>Architect Firm:</th>
<th>Principal Architect in Charge of Project:</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Section II – Telephone Interview Questions

1. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Developer? Was the Developer cooperative in trying to resolve problems? If not, provide specific examples. **Please rate the Developer with respect to quality of work as either unsatisfactory, below average, average, or above average.**

2. Performance and Accountability

a. Scheduling - Rate the Developer’s performance with regard to adhering to project schedules. Did the Developer meet the project schedule? If not, was the delay attributable to the Developer? **Please rate the Developer with respect to scheduling as either unsatisfactory, below average, average, or above average.**

b. Developer (Project) Management - Rate the Developer’s ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Developer’s overall project management). Was the Developer able to effectively resolve problems? If not, provide specific examples. **Please rate the Developer with respect to project management as either unsatisfactory, below average, average, or above average.**
c. Change Orders - Rate the Developer's performance with regard to change orders and extras. Did the Developer unreasonably claim change orders or extras? Were the Developer's prices on change orders and extras reasonable? If not, provide specific examples. Please rate the Developer with respect to change orders as either unsatisfactory, below average, average, or above average.


d. Working Relationships - Rate the Developer's working relationships with other parties (i.e. owner, designer, prime contractors, other subcontractors, etc.). Did the Developer relate to other parties in a professional manner? If not, provide specific examples. Please rate the Developer with respect to working relationships as either unsatisfactory, below average, average, or above average.


e. Paperwork Processing - Rate the Developer's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Developer submit the required paperwork promptly and in proper form? If not, provide specific examples. Please rate the Developer with respect to paperwork processing as either unsatisfactory, below average, average, or above average.
Section III - Numerical Rating

If the contact person rates the Developer unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Developer's Name: ____________________________

<table>
<thead>
<tr>
<th>1. Planning and Coordination of Work</th>
<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-5</td>
<td>0</td>
<td>7</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Quality of Work</th>
<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-5</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Performance and Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Scheduling</td>
</tr>
<tr>
<td>b. Supervision; Subcontractor and Project Management</td>
</tr>
<tr>
<td>d. Change Orders</td>
</tr>
<tr>
<td>e. Working Relationship</td>
</tr>
<tr>
<td>f. Paperwork Processing</td>
</tr>
<tr>
<td>g. Litigation</td>
</tr>
</tbody>
</table>

Total

| Maximum Possible                   | -10            | 3             | 20      | 40            |
Name of Developer: ________________________________

1. **Essential Criteria**
   If any one of the essential criteria is not met, there is no need to complete the remainder of the evaluation if this is the case.

2. **References**
   Use the attached Evaluation Reference Form for each reference contacted for each Developer. Insert the average of all the scores from all references for Developer.
   
   | Average Numeric Rating from Evaluation Reference Forms | = 40 Points |

3. **Years in Business Under Current License** (See Section C.6. of Questionnaire)
   10 or more years = 15 Points
   5 to 9 years = 10 Points
   2 to 4 years = 5 Points
   0 to 2 years = 0 Points
   _____ Points

4. **Size of Completed Projects** (See Section D. of Questionnaire)
   Choose the one with the highest point value that Developer meets.
   
   | 3 Completed Projects larger than $5 million | = 10 Points |
   | 5 Completed Projects larger than $2 million | = 8 Points |
   | 3 Completed Projects larger than $2 million | = 6 Points |
   | 5 Completed Projects larger than $1 million | = 4 Points |
   | 3 Completed Projects larger than $1 million | = 2 Points |
   _____ Points

5. **Liquidated Damages Per Project** (See Section C.12. of Questionnaire)
   | 0 Incidents | = 10 Points |
   | 1 to 4 Incidents | = 5 Points |
   | 5 or more Incidents | = 0 Points |
   _____ Points

6. **Non-Compliance with Applicable Laws** (See Sections C.13, 19, 20, 21, 22, 24, 25 and 26 of Questionnaire)
   | 0 Projects | = 10 Points |
   | 1 to 9 Projects | = 5 Points |
   | 10 or more Projects | = 0 Points |
   _____ Points

7. **Workers Compensation Modifier** (See Section C.23. of Questionnaire)
   | Less than or equal to 0.85 | = 10 Points |
   | More than 0.85 and less than 1.0 | = 5 Points |
   | More than 1.0 | = 0 Points |
   _____ Points

DEVELOPER EVALUATION WORKSHEET
8. **Financial Strength – Working Capital** (excluding line of credit (See Section E. of Questionnaire))

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% or more than $2 million</td>
<td>10</td>
</tr>
<tr>
<td>10% or more than $1 million</td>
<td>5</td>
</tr>
<tr>
<td>Less than $1 million</td>
<td>0</td>
</tr>
</tbody>
</table>

Points: 

9. **Financial Strength – Net Worth** (See Section E. of Questionnaire)

<table>
<thead>
<tr>
<th>Net Worth</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than $2 million</td>
<td>10</td>
</tr>
<tr>
<td>Equal to $1 million</td>
<td>5</td>
</tr>
<tr>
<td>Less than $1 million</td>
<td>0</td>
</tr>
</tbody>
</table>

Points: 

Maximum Points: 115

TOTAL POINTS
RESOLUTION NO. 2016-10
OF THE
MARTINEZ UNIFIED SCHOOL DISTRICT
ADOPTING PREQUALIFICATION PROCESS
FOR MEP SUBCONTRACTORS FOR LEASE-LEASEBACK PROJECTS

WHEREAS, the Martinez Unified School District ("District") desires to prequalify potential electrical, mechanical or plumbing contractors holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 ("MEP subcontractors") for lease-leaseback projects;

WHEREAS, school districts are required to prequalify first-tier MEP subcontractors for all contracts for projects using the lease-leaseback project delivery method awarded on or after January 1, 2016, using the requirements described in Section 20111.6 of the Public Contract Code;

WHEREAS, Public Contract Code section 20111.6 authorizes school districts to require prospective first-tier MEP subcontractors to submit a standardized questionnaire and financial statement (collectively "Prequalification Package") prior to bidding on lease-leaseback projects;

WHEREAS, Public Contract Code section 20111.6 authorizes school districts to establish a uniform system of rating bidders based upon the completed Prequalification Packages ("Prequalification Process");

WHEREAS, District staff has developed a standardized questionnaire for the Project in accordance with Public Contract Code section 20111.6 attached hereto as Exhibit "A" ("Questionnaire");

WHEREAS, District staff has developed a uniform system of rating potential MEP subcontractors for the Project based upon the completed Questionnaires and financial statements attached hereto as Exhibit "B" ("Rating System");

WHEREAS, the Rating System includes a process for potential MEP subcontractors to appeal certain decisions with respect to the prequalification process ("Appeal Process");

WHEREAS, the District desires to adopt the Prequalification Process, including the Questionnaire, Rating System, and Appeal Process for the Project.

NOW, THEREFORE, the Governing Board of the Martinez Unified School District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That the Questionnaire, the Rating System, and the Appeal Process are authorized pursuant to Public Contract Code section 20111.6.

Section 3. That the District's Superintendent, or his designee, is authorized to implement the Prequalification Process, including accepting the final list of MEP subcontractors, consistent with Public Contract Code section 20111.6.
APPROVED, PASSED AND ADOPTED by the Governing Board of the Martinez Unified School District on this _____ day of______________, 2016, by the following vote:

AYES:

NOES:

ABSTENTIONS:

_____________________________
Deidre Siguenza
President of the Governing Board of the Martinez Unified School District

Attested to:

_____________________________
John L. Fuller
Clerk of the Governing Board of the Martinez Unified School District
Exhibit “A”

Prequalification Questionnaire
MARTINEZ UNIFIED SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR
PROSPECTIVE MEP SUBCONTRACTORS FOR LEASE-LEASEBACK PROJECTS

___________, 2016

Pursuant to Education Code section 17406 and Public Contract Code section 20111.6, each prospective contractor holding C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46 specialty licenses ("MEP subcontractors") shall submit the following information to establish its qualifications to perform construction work as a first tier subcontractor on District lease-leaseback projects.

A. SUBCONTRACTOR’S INFORMATION

Firm name: ____________________________

____________________________________
Address: ______________________________

____________________________________
Telephone: ____________________________
Fax: ________________________________
Mobile Telephone: ______________________
E-mail: ______________________________

By: __________________ Date: ____________
(Name of individual completing statement)

Years in business as a licensed contractor: ________________________________

Types of work performed with own forces: ________________________________

____________________________________

Years in business under current firm name: ________________________________

Years at the above address: ________________________________

Receipt and acceptance of the following addenda is hereby acknowledged:

No. ______________________, Dated ____________
No. ______________________, Dated ____________
No. ______________________, Dated ____________
B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Firms that Are Corporations:
   a. Date incorporated:
   b. Under the laws of what state:
   c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least 10% of the corporation’s stock.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Co.</th>
<th>% Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. For Firms that Are Partnerships:
   a. Date of formation:
   b. Under the laws of what state:
   c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Years with Co.</th>
<th>% Ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. For Firms that Are Sole Proprietorships:
   a. Date of commencement of business:

4. For Firms that Intend to Bid as a Joint Venture:
   a. Date of commencement of joint venture:
   b. Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects. Attach all additional references and/or information on separate signed sheets.

<table>
<thead>
<tr>
<th>Name of Firm</th>
<th>% of Ownership of Joint Venture</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Associated Firms

For any of the above business structures, 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 past three (3) years.

<table>
<thead>
<tr>
<th>Person’s Name</th>
<th>Name of Construction Firm &amp; License No.</th>
<th>Dates of Person’s Participation with Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach all additional references and/or information on separate signed sheets.
C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the firm at any time during the past three (3) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question.
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed sheet.

2. Is the firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns 50% or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed sheet, including the name of the related company and the percent ownership.

3. Are any corporate officers, partners or owners connected to any other construction firms? NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed sheet.

4. Has any owner, partner, CSLB qualifier or corporate officer of the firm operated as a contractor under any other name or license number (not listed above) in the last three (3) years?
   ☐ Yes ☐ No
   If “yes,” explain on a separate signed sheet, including the name and license number of the other company.

5. State your firm’s gross revenues for each of the past three (3) years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Gross Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

6. How many years has your firm been in business in California as a contractor under your present business name and license number? __________

7. Is your firm currently the debtor in a bankruptcy case or was in bankruptcy at any time during the last three (3) years?
   ☐ Yes ☐ No
   If “yes,” please attach a copy of the bankruptcy petition and a copy of the Bankruptcy Court’s discharge or any other document that ended the case, if any.
LICENSES AND REGISTRATION

8. Please provide the following information:
   a. Name of license holder exactly as on file with the California State License Board: ________________________________
   b. License classification(s): ________________________________
   c. License #: ________________________________
   d. Expiration Date: ________________________________
   e. Public Works Contractor’s Registration # as on file with Department of Industrial Relations: ________________________________

9. Has any CSLB license held by your firm or its Responsible Managing Employee or Responsible Managing Officer been suspended within the last three (3) years?
   □ Yes   □ No
   If “yes,” explain on a separate signed sheet.

10. Has your firm changed names or license number in the past three (3) years?
    □ Yes   □ No
    If “yes,” explain on a separate signed sheet, including the reason for the change.

DISPUTES

11. At any time in the last three (3) years, has your firm been assessed liquidated damages under a construction contract with another public or private owner?
    □ Yes   □ No
    If “yes,” explain on a separate signed sheet, identifying projects by owner, owner’s address, and date of completion.

12. At any time in the last three (3) years, has your firm, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?
    □ Yes   □ No
    If “yes,” explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner’s address and basis for the action.
13. At any time in the last three (3) years, has a public agency found your company was not a responsible bidder?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the year of the event, owner, owner’s address and basis for the finding.

14. In the past three (3) years, has any claims against your firm or by your firm against an owner been filed in court or arbitration concerning your firm’s work or payment on a construction project?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

INSURANCE

15. Does subcontractor have liability insurance policy with a policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate?

☐ Yes ☐ No

16. Does subcontractor have current workers’ compensation insurance policy as required by the California Labor Code or is legally self-insured pursuant to California Labor Code section 3700 et seq.?

☐ Yes ☐ No

17. In the last three (3) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

☐ Yes ☐ No

If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance and year of the refusal.

CRIMINAL MATTERS AND RELATED CIVIL SUITS

18. Has your firm or any of its owners, partners or officers 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 ☐ No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.
19. Has your firm or any of its owners, partners or officers ever been convicted of a crime involving any federal, state, or local law related to construction or fraud, theft, or any other action of dishonesty?

☐ Yes        ☐ No

If “yes,” explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

SAFETY

20. Within the past three (3) years, has the California or federal OSHA cited and assessed against your firm, or any associated firm, for “serious,” “willful” or “repeat” violations of its safety or health regulations?

☐ Yes        ☐ No

If “yes,” explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

21. Within the past three (3) years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against your firm or the owner of the project on which your firm was the contractor?

☐ Yes        ☐ No

If “yes,” explain on a separate signed sheet, describing the citation(s).

22. State the subcontractor’s Workers’ Compensation Experience Modification Rate for the past three (3) premium years:

<table>
<thead>
<tr>
<th>Year</th>
<th>Modification Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If your EMR is 1.00 or higher, you may attach a letter of explanation.

23. Within the past three (3) years, has there ever been a period when your firm and/or any associated firm had employees but was without workers’ compensation insurance or state-approved self-insurance?

☐ Yes        ☐ No

If yes, explain on separate sheet, including the date(s) and reason(s) for the absence of workers’ compensation insurance.
PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE

24. In the past three (3) years, has there been more than one occasion in which your firm was required to pay either back wages or penalties for your firm’s failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

☐ Yes ☐ No

If “yes,” explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

25. At any time during the past three (3) years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

☐ Yes ☐ No

If “yes,” explain on a separate signed sheet, including date(s) of such findings and attaching the DAS’ final decision(s).

BONDING

26. In the last three (3) years, has any surety paid on your firm’s behalf as a result of a default to satisfy any claims made against a payment or performance bond issued on your firm’s behalf?

☐ Yes ☐ No

If “yes,” explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

D. PROJECT REFERENCES

List at least three (3) of your firm’s most recent California K-12 projects (both under construction and completed) with a subcontract price over $50,000 on the form attached as Exhibit A. Please include all projects performed under all firm names identified in Section B and identify if the projects used the lease-leaseback project delivery method. Use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

E. FINANCIAL INFORMATION

Subcontractor must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required audited or certified financial statement.
CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: ________________________________

Proper Name of Subcontractor: ________________________________

Signature by an officer of the Subcontractor: ________________________________

By: ________________________________ (Print Name)

Title: ________________________________
EXHIBIT A

1. Project Name/Identification:

a. Project Name: ____________________________

b. Project address/location: ____________________________

c. Owner (name of district reference and tel. no.): ____________________________

d. Architect (name and tel. no.): ____________________________

e. Construction Manager (name and tel. no.): ____________________________

f. General Contractor (name and tel. no.): ____________________________

g. Scope of Work: ____________________________

h. Was/Is this a lease-leaseback project? ____________________________

i. Original completion date: ____________________________

j. Actual date of completion: ____________________________

k. Time extensions granted: ____________________________

l. Initial subcontract value: ____________________________

m. Final subcontract value: ____________________________

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: ____________________________

Name: ____________________________
Exhibit "B"

Prequalification Rating System
1. **Confirm Prequalification Statement Submitted is Responsive** – if the answer to any of the questions is “no,” then the Prequalification Package is nonresponsive. (See Section III.E of Prequalification Information)

   A. **Completeness**
   Did the Contractor provide all requested information in its submitted Prequalification Statement?
   
   Yes  No

   B. **Signed Under Penalty of Perjury**
   Is the Prequalification Questionnaire signed under penalty of perjury by an individual who has the authority to bind the contractor on whose behalf they are signing?

   Yes  No

2. **Incomplete, Misleading or Inaccurate Information** – if the answer to any of the questions is “yes,” then reject the Subcontractor.

   A. Is the information provided by the Subcontractor is misleading or inaccurate in any material manner?

   Yes  No

   B. Is the information contained in the Prequalification Package is not updated under penalty of perjury when it is no longer accurate?

   Yes  No

3. **Confirm Essential Criteria**

   a. **Registration** (See Section C.8. of Questionnaire)
   Is the Subcontractor currently registered as a Public Works Contractor with the Department of Industrial Relations?

   Yes  No

   (If no, then Subcontractor is not qualified)

   b. **Disqualification** (See Sections C.12. and C.13. of Questionnaire)
Has the Subcontractor ever been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited, from performing work and/or bidding on work for any school district or other public agency within the State of California pursuant to Labor Code section 1777.1 or section 1777.7.

Yes  No

(If yes, then Subcontractor is not qualified)

c. Insurance (See Section C.15. of Questionnaire)

Does Subcontractor have liability insurance policy with a policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate?

Yes  No

(If no, then Subcontractor is not qualified)

d. Workers Compensation (See Section C.16. of Questionnaire)

Does Subcontractor have current workers' compensation insurance policy as required by the California Labor Code or is legally self-insured pursuant to California Labor Code section 3700 et seq.?

Yes  No

(If no, then Subcontractor is not qualified)

e. Criminal Matters and Related Civil Suits (See Section C.18. and C.19 of Questionnaire)

Has the Subcontractor, or any of its owners or officers, shall not have been convicted of a crime involving the bidding, award or performance of a contract of a government construction project or fraud, theft, or any other action of dishonesty within the past three (3) years?

Yes  No

(If yes, then Subcontractor is not qualified)

4. Contact References

The District must contact each of Subcontractor's references from a minimum of three (3) of its most recent K-12 school district projects, unless the Subcontractor has not completed three (3) school district projects, in which case, the District will contact all of the Subcontractor's references for school projects plus the most recent references from other projects so that the District contacts a minimum of three (3) references for Subcontractor.

5. Complete Evaluation Worksheet

Insert total score from evaluation worksheet
Subcontractor must have 47 out of 110 points or higher to qualify
6. Appeal Process

If the Subcontractor decides to appeal the District’s qualification decision, it shall follow this procedure:

a. Subcontractor shall submit, in writing, within three (3) working days from notification, a request for a written response to the District to explain any aspect of the District’s determination.

b. Within three (3) working days from receipt of the District’s written response to the subcontractor’s request, subcontractor may submit, in writing, a request for reconsideration by the District’s staff. Subcontractor may submit with the request any information that it believes supports a finding that District’s determination should be changed.

If the subcontractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.
The District should fill out the information in Section I and then telephone the contact person. The District should then ask the questions in Section II, ensuring that it obtains the information as to whether the Subcontractor's performance in that area was unsatisfactory, below average, average or above average. The District should then complete section III with that information and enter the average of the Total Numerical Rating of all the Evaluation Reference Forms for that Subcontractor at the corresponding place on the Evaluation Worksheet.

### Section I - General Project Information

<table>
<thead>
<tr>
<th>Name of Subcontractor:</th>
<th>Total Contract Costs:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Start/End Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Actual Completion Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scope of Work:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Public Agency/School District:</th>
<th>Telephone Number of Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Contact Person:</th>
<th>Date and Time of Interview of Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Architect Firm:</th>
<th>Principal Architect in Charge of Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General/Prime Contractor:</th>
<th>Name of Contract Person for General/Prime Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number of Contact Person for General/Prime Contractor:</th>
<th>Date and Time of Interview of Contact Person for General/Prime Contractor:</th>
</tr>
</thead>
</table>
Section II – Telephone Interview Questions

1. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Subcontractor? Was the Subcontractor cooperative in trying to resolve problems? If not, provide specific examples. Please rate the contractor with respect to quality of work as either unsatisfactory, below average, average, or above average.

2. Performance and Accountability

   a. Scheduling - Rate the Subcontractor’s performance with regard to adhering to project schedules. Did the Subcontractor meet the project schedule? If not, was the delay attributable to the Subcontractor? Please rate the contractor with respect to scheduling as either unsatisfactory, below average, average, or above average.

   b. Subcontractor (Project) Management - Rate the Subcontractor’s ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Subcontractor’s overall project management). Was the Subcontractor able to effectively resolve problems? If not, provide specific examples. Please rate the contractor with respect to project management as either unsatisfactory, below average, average, or above average.
c. Change Orders - Rate the Subcontractor’s performance with regard to change orders and extras. Did the Subcontractor unreasonably claim change orders or extras? Were the Subcontractor’s prices on change orders and extras reasonable? If not, provide specific examples. Please rate the contractor with respect to change orders as either unsatisfactory, below average, average, or above average.


d. Working Relationships - Rate the Subcontractor’s working relationships with other parties (i.e. owner, designer, prime contractors, other subcontractors, etc.). Did the Subcontractor relate to other parties in a professional manner? If not, provide specific examples. Please rate the contractor with respect to working relationships as either unsatisfactory, below average, average, or above average.


e. Paperwork Processing - Rate the Subcontractor’s performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Subcontractor submit the required paperwork promptly and in proper form? If not, provide specific examples. Please rate the contractor with respect to paperwork processing as either unsatisfactory, below average, average, or above average.
### Section III - Numerical Rating

If the contact person rates the Subcontractor unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

**Subcontractor's Name:**

<table>
<thead>
<tr>
<th>1. Planning and Coordination of Work</th>
<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-5</td>
<td>0</td>
<td>7</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Quality of Work</th>
<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-5</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Performance and Accountability</th>
<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
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<tbody>
<tr>
<td>a. Scheduling</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>b. Supervision;</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Subcontractor and</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Project Management</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>5</td>
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<tr>
<td>c. Change Orders</td>
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<td>2</td>
<td>3</td>
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<tr>
<td>d. Working Relationship</td>
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<td>0</td>
<td>1</td>
<td>2</td>
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<tr>
<td>e. Paperwork Processing</td>
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<td>0</td>
<td>1</td>
<td>2</td>
<td></td>
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<tr>
<td>f. Litigation</td>
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**Total**

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<th>Unsatisfactory</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>RATING</th>
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<td>-10</td>
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<td>20</td>
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MARTINEZ UNIFIED SCHOOL DISTRICT  
SUBCONTRACTOR PREQUALIFICATION EVALUATION WORKSHEET  
____________________, 2016

Name of Subcontractor:

1. Essential Criteria  
If any one of the essential criteria is not met, there is no  
need to complete the remainder of the evaluation if this is  
the case.

2. References  
Use the attached Evaluation Reference Form for each  
reference contacted for each contractor. Insert the average  
of all the scores from all references for Subcontractor.  

| Average Numeric Rating from Evaluation Reference Forms | = 40 Points |

3. Years in Business Under Current License  (See Section C.6. of Questionnaire)  
10 or more years = 10 Points  
5 to 10 years = 5 Points  
0 to 5 years = 0 Points  

4. Size of Completed Projects  (See Section D of Questionnaire)  
Choose the one with the highest point value that contractor meets.  

| 3 Completed Projects larger than $1 million | = 10 Points |
| 3 Completed Projects larger than $250,000 | = 8 Points |
| 3 Completed Projects larger than $100,000 | = 6 Points |
| 3 Completed Projects larger than $50,000 | = 4 Points |
| 3 Completed Projects larger than $25,000 | = 2 Points |

5. Liquidated Damages Per Project  (See Section C.11. of Questionnaire)  
0 Incidents = 10 Points  
1 to 9 Incidents = 5 Points  
10 or more Incidents = 0 Points  

6. Non-Compliance with Applicable Laws  (See Sections C.18, 19, 20, 21, 24, 25 and 26 of Questionnaire)  
0 Projects = 10 Points  
1 to 9 Projects = 5 Points  
10 or more Projects = 0 Points  

7. Workers Compensation Modifier  (See Section C.23 of Questionnaire)  
Less than or equal to 0.85 = 10 Points  
More than .85 and less than 1.0 = 5 Points  
More than 1.0 = 0 Points  

8. Financial Strength – Working Capital- excluding line of credit (See Section E of Questionnaire)  
25% or more than $250,000 = 10 Points  
10% or more than $250,000 = 5 Points  
Less than 10% or $100,000 = 0 Points
9. **Financial Strength - Net Worth** (See Section E of Questionnaire)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Points</th>
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<td>More than $250,000</td>
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<tr>
<td>Equal to $250,000</td>
<td>5</td>
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<tr>
<td>Less than $250,000</td>
<td>0</td>
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Maximum Points: **110**

TOTAL POINTS