

**SOLEDAD UNIFED SCHOOL DISTRICT
SUBCONTRACTOR PREQUALIFICATION EVALUATION PROCEDURE
_____, 2023**

Name of Subcontractor: _____

1. Confirm Prequalification Statement Submitted is Responsive – if the answer to any of the questions is “no,” then the Prequalification Package is nonresponsive.

A. Completeness

Did the Subcontractor 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 Subcontractor on whose behalf he or she is 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 misleading or inaccurate in any material manner?

Yes No

B. Is the information contained in the Prequalification Package out of date, and not updated under penalty of perjury, so that it is no longer accurate?

Yes No

3. Confirm Essential Criteria

a. K-12 School Projects (See Section D. of Questionnaire)

Has the Subcontractor contracted for construction involving a minimum of three (3) California K-12 projects during the past five (5) years, each with a subcontract value over \$50,000?

Yes No

(If no, then Subcontractor is not qualified)

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

Has the Subcontractor held all current, active contractor's license(s) necessary to perform its work for at least seven (7) years, without suspension or revocation?

Yes No

(If no, then Subcontractor is not qualified)

c. 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)

d. 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 in the past seven (7) years?

Yes No

(If yes, then Subcontractor is not qualified)

e. Bankruptcy (See Section C.7. of Questionnaire)

Has Subcontractor declared bankruptcy or been placed in receivership within the past seven (7) years?

Yes No

(If yes, then Subcontractor is not qualified)

f. Insurance (See Section C.16. of Questionnaire)

Does Subcontractor have liability insurance 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)

g. Workers' Compensation (See Section C.17. of Questionnaire)

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

Yes No

(If no, then Subcontractor is not qualified)

h. Criminal Matters and Related Civil Suits (See Section C.19. and C.20. of Questionnaire)

Has the Subcontractor, or any of its owners or officers, been found liable in a civil suit or guilty in a criminal action of making a false claim or material misrepresentation to a public agency, or been convicted of a crime involving the bidding, award or performance of a contract on a government construction project or any crime involving fraud, theft, or any other act of dishonesty?

Yes No

(If yes, then Subcontractor is not qualified)

i. Liquidated Damages (See Section C.11. of Questionnaire)

Has the Subcontractor, at any time in the last seven (7) years, been assessed liquidated damages under a construction contract with any public or private owner?

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 1 of its most recent K-12 school district projects. A contractor who receives a score less than 35 points on the interview will not be qualified. If a contractor receives a score between 35 and 40 points from two interviews, then a third interview will be conducted. A score of 40 or higher on at least two interviews is required for prequalification.

5. Review Financial Strength

Assessment	Formula	Minimum
Working Capital	Current Assets-Current Liabilities	≥ 10% of Estimated Cost
Net Worth	Total Assets-Total Liabilities	≥ 0
Current Ratio	Current Assets/Current Liabilities	≥ 1.25
Leverage	Total Liabilities/Equity	< 2.5

6. Complete Evaluation Worksheet

Insert total score from evaluation worksheet **Total Points** _____
Subcontractor must have 26 out of 50 points or higher to qualify

7. Appeal Process

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

- a. Within three (3) working days of notification from the District, Subcontractor shall submit a written request to the District asking for an explanation of 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.

**SOLEDAD UNIFED SCHOOL DISTRICT
SUBCONTRACTOR PREQUALIFICATION EVALUATION REFERENCE FORM
_____, 20__**

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 determine whether a third telephone interview is necessary. If Subcontractor passes the References and Financial Assessment, 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

Name of Subcontractor:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency/School District:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:
General/Prime Contractor:	Name of Contract Person for General/Prime Contractor:
Telephone Number of Contact Person for General/Prime Contractor:	Date and Time of Interview of Contact Person for General/Prime Contractor:

Section II – Telephone Interview Questions

Please rate the Contractor as unsatisfactory, below average, average, or above average.

1. Planning and Coordination of Work

Did the Subcontractor pursue and develop a thorough understanding of the scope of work? Was the Subcontractor able to plan and execute complex critical path tasks for successful completion?

2. 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.

3. 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?

- b. Personnel - Rate the Subcontractor's performance with regard to providing adequate personnel.

- c. 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.

- d. Timely Payments - Rate the Contractor with respect to timely payments by the Contractor to either subcontractors or suppliers (if no knowledge of difficulties, the score to this question should be "5").

- e. 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.

- f. 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.

- g. Paperwork Processing - Rate the Subcontractor's performance in completing and submitting required project paperwork (i.e., submittals, drawings, requisitions, payrolls, Operations and Maintenance manuals, As-Built drawings, warranties, etc.). Did the Subcontractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

- h. Litigation - Did the Subcontractor threaten litigation or arbitration of any claims? Did the Subcontractor actually file for litigation or arbitration against the District? Did the District agree to settle any litigation or arbitration? If not, who prevailed in the trial or arbitration?

[SCORE SHEET ON NEXT PAGE]

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: _____

	Unsatisfactory	Below Average	Average	Above Average	RATING
1. Planning and Coordination of Work	-5	0	7	15	
2. Quality of Work	-5	0	1	5	
3. Performance and Accountability					
a. Scheduling	0	1	2	4	
b. Personnel	0	1	3	5	
c. Project Management	0	1	3	5	
d. Timely Payments	0	1	3	5	
e. Change Orders	0	1	2	4	
f. Working Relationship	0	0	1	2	
g. Paperwork Processing	0	0	1	2	
h. Litigation	0	0	3	3	
<i>Maximum Possible: 50</i>					
TOTAL:					

**SOLEDAD UNIFED SCHOOL DISTRICT
SUBCONTRACTOR PREQUALIFICATION EVALUATION WORKSHEET
_____, 2023**

Name of Subcontractor: _____

- 1. Essential Criteria** Pass/Fail

If any one of the essential criteria is not met, there is no need to complete the remainder of the evaluation.

- 2. References** Pass/Fail

Use the attached Evaluation Reference Form for each reference contacted for Subcontractor.

- 3. Financial Strength** (Section E. of Questionnaire) Pass/Fail

- 4. Scored Questions**

a. Years in Business Under Current License (Section C.6. of Questionnaire)

More than 10 years	=	15 Points	_____ Points
5 to 10 years	=	8 Points	
Less than 5 years	=	0 Points	

b. Size of Completed Project Subcontracts (Section D of Questionnaire)

3 Completed subcontracts larger than \$1 million	=	15 Points	_____ Points
5 Completed subcontracts larger than \$500,000	=	10 Points	
3 Completed subcontracts larger than \$500,000	=	8 Points	
3 Completed subcontracts larger than \$250,000	=	6 Points	
3 Completed subcontracts larger than \$50,000	=	2 Points	

c. Non-Compliance with Applicable Laws (Sections C.22, 23, 25, 30 and 31. of Questionnaire)

0 Projects	=	10 Points	_____ Points
1 to 5 Projects	=	5 Points	
6 or more Projects	=	0 Points	

d. Workers' Compensation Modifier (See Section C.24. of Questionnaire)

Less than or equal to 0.85	=	10 Points	_____ Points
More than .85 and less than 1.0	=	5 Points	
More than 1.0	=	0 Points	

Minimum Points:	= 26 out of 50	TOTAL POINTS
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