

# **Roseville City School District**

**1050 Main Street  
Roseville, CA 95678**

**August 16, 2021**

**Request for Qualifications  
Design-Build Construction Services  
C80 Elementary School**

# Roseville City School District

## I. INTRODUCTION

Roseville City School District (District) invites interested Design-Builders to submit a Statement of Qualifications ("SOQ") for the purpose of pre-qualifying proposers for design and construction of the new C80 Elementary School (Project) in Roseville, California. The District intends to use the Progressive or Collaborative style of design-build.

This Request for Qualifications ("RFQ") is the first of a two-step process to select a Design-Builder for the Project. First, all interested Design-Builders ("Respondents") must submit an SOQ on the form and in the format provided by the District. After the SOQs have been evaluated, the District will select/short-list up to five of the highest rated Respondents to receive a Request for Proposals ("RFP"). Second, the District will evaluate the Proposals submitted in response to the RFP to identify the successful Design-Builder to whom the design-build contract for the Project will be awarded based on a determination of which Proposal provides the best value to the District for the Project. **Only Respondents that are short-listed, including but not limited to the requirements for use of a skilled and trained workforce pursuant to Public Contract Code sections 2600 to 2602, will be eligible to submit a proposal in response to the RFP.** A more detailed description of the selection process is set forth in Section VII below.

The District reserves the right to find any SOQ that is incomplete or otherwise fails to respond to all requirements of this RFQ non-responsive, and to give it no further consideration. The District also reserves the right to request clarification and/or additional information from any Respondent.

Except as provided, communication with the District or any Roseville City Schools Board member or employee, with regard to the substance of the RFQ or any SOQ is prohibited.

Neither this RFQ nor the identification of qualified Respondents for any purpose creates any obligation whatsoever, either express or implied, for the District to award any contract.

## II. PROJECT DESCRIPTION

A new Elementary School for 600 students is required for the Roseville City Schools. The District desires to use the Progressive Design -Build approach for this Project. The Goals of the Project are to achieve a design approved by DSA to allow application to the State Allocation Board and Office of Public School Construction for State Facility Plan funding and (2) to achieve high quality but economical educational facilities. The District's Education Specifications anticipate flexible learning spaces to support student education.

The school will be built on a new 7.6-acre site served within a new development. The school will include TK to 5<sup>th</sup> grade classrooms and specialty learning spaces, a multi-purpose building for indoor play and lunch service with a warming kitchen, and support spaces for administration, counseling, faculty break room, and PE equipment storage. The expected cost of design and construction is \$35,000,000.00 for the 600-student school. A map showing the location is attached as **Exhibit A**.

Statements of Qualifications are desired from teams of General Contractors, Architects of Record and Subconsultants necessary to design the site including Civil Engineer and Landscape Architect. Although completion of design and DSA approval is desired, the District does not have, prior to selection of the Design Builder, a preference one way or another for modular, or prefabricated construction or site-built facilities. In order to allow the Design-Builder flexibility in shaping the full team after validation of the District requirements and selection of building types is complete, proposing teams may name Structural, Electrical, or Mechanical designers, design-build subcontractors, or Modular, Component, or Prefabricated (MCP) designers and suppliers for their teams in the SOQ, or may wait to identify those team members with their Proposal, or after selection. Design Builder Teams identifying team members at this stage may use those members' experience to strengthen their qualifications to be one of the shortlisted responders, but, if so, may not substitute them during the RFP proposal phase.

The Design-Builder is required to hold a California Contractor's License, Class B, which is current, valid and in good standing with the California Contractor's State License Board, and is required to be registered with the Department of Industrial Relations ("DIR") pursuant to Labor Code section 1725.5. The Architect and Principal Engineers are required to be licensed in the State of California and in good standing.

The firms of Kitchell CEM and HY Architects have been retained to prepare the Request for Qualifications, Request for Proposals, and other documents on which selection is based. These firms may not participate in any Design Build team seeking to be selected for the project. Products prepared for the District describing earlier District school designs, requirements, and Educational Specifications will be given for information in the Request for Proposal. Teams must examine **Exhibit C**, Conflict of Interest Checklist and return with their SOQ the portion of **Exhibit C** identifying and explaining any possible conflict of interest.

### **III SCOPE OF DESIGN-BUILDER'S WORK**

The Design-Builder will be responsible for all design, permitting, agency review and approval including, without limitation, Division of the State Architect ["DSA"], CDE, City of Roseville, and DTSC (if applicable), construction and agency (including DSA) certification of the Project. Such services shall include, without limitation:

- a. Validating the District's space requirements, spatial and adjacency preferences, technical material and system requirements and preferences from the documents prepared for the last District design build school. Developing specific implementation of the security and technology requirements of the District educational specification. Verifying requirements of all applicable codes and ordinances of agencies having jurisdiction. Verifying existing utility provisions and topography and adjacent improvements. Advising needs for the preparation of the final geotechnical and geohazard report.
- b. Providing project management of Design-Builder's work activities from design to permitting and agency approvals through completion of construction and close-out, including DSA final certification. The District will pay all agency fees. The District will provide a Geotechnical and Geohazard report and a site topographical and boundary survey.
- c. Providing full design and engineering services necessary to complete the design and secure approval of all agencies, including, without limitation, DSA, for the Project. Design services generally required are evaluation of the site and of the design criteria documents and other Project-related information; preparation of a preliminary schedule; coordinating and obtaining all planning permits; preparing design development documents, attending design review meetings and resolving review comments to the satisfaction of the District; preparing construction documents; securing design approval of DSA and other agencies; and performing work necessary to prepare and submit an acceptable certified project.
- d. Coordinating with the County health department to obtain kitchen design and construction approval. Coordinating with all utility companies and agencies and obtaining applications and approvals for utility design and construction. The District will pay any utility permit and connection fees.
- e. Coordinating with the City for any requirements for design and construction including driveways, sidewalks, and required school-related pavement marking and signage.
- f. Providing all construction work necessary to complete the improvements. Construction services include execution of subcontracts; providing on-site support and logistics, including but not limited to temporary construction office trailers and equipment; supervising and directing the work; ensuring a safe project/site; coordinating the work with the different subcontractors in an efficient manner; updating the monthly construction schedule; coordinating equipment start-up and acceptance testing; training; preparing record construction documents; and close-out of the project.
- g. Planning and keeping budgets, estimates, costs and records in a way that maximizes the District's opportunity to gain reimbursement from the State Facility Program. Assisting the District in the preparation of forms and exhibits and meeting OPSC staff if necessary to explain the design and costs.

#### IV CRITICAL DATES

##### A. Submittal Due Dates:

Respondents shall submit SOQs in the format specified in Section VII below, which shall include the form attached hereto as **Exhibit B**. Each shall be submitted in a sealed envelope or box identifying the Respondent's name and contact information, and the RFQ number.

Completed SOQs are due no later than **September 17, 2021 at 2:00 p.m.** SOQs submitted after this time will not be accepted and will be returned unopened. The District will evaluate and score all SOQs and will identify and notify those Respondents that have been qualified to submit in response to the Request for Proposals.

Completed SOQs shall be delivered to:

Roseville City School District  
1050 Main Street  
Roseville, CA 95678

##### B. Tentative Selection Process Schedule:

The procurement is expected to progress according to the following timeline, but the District reserves the right to change key dates and actions as the need arises:

August 16, 2021	RFQ Issued
August 30, 2021 @ 10 am	A non- mandatory pre submittal conference will be held at 1050 Main Street, Roseville, CA 95678
September 3, 2021 @ 2:00 PM	Deadline to submit RFQ questions via email
September 10, 2021	Questions and answers related to RFQ and answers released via Addenda
<b>September 17, 2021</b>	Deadline to submit RFQ
September 24, 2021	Shortlist and alternates published and RFP issued to shortlisted teams
October 4, 2021	Confidential meeting times available if desired
October 15, 2021	Deadline to submit RFP questions via email
October 22, 2021	Questions related to RFP and answers released via Addenda
October 29, 2021	Final Proposals due
November 5, 2021	Anticipated Interview date (if utilized)
November 19, 2021	Anticipated District notification to intended awardee
December 15, 2021	Board adoption of DB agreement
June 31, 2024	Anticipated Final completion of C80 school

#### V. ADDITIONAL INFORMATION

##### A. Communication Regarding the RFQ/P:

Except as provided, communication with the District regarding the substance of the RFQ, RFP or any Proposal outside of the Pre-proposal conference or interview or negotiation process discussed herein, including without limitation communication with Officials or any Board member of Roseville City Schools, is prohibited. Respondents may direct questions related to this RFQ to:

Jeff Dees  
Kitchell CEM  
[jdees@kitchell.com](mailto:jdees@kitchell.com)  
916 472-4018

All questions are to be emailed with the subject line of **RFQ C80 School**

The District shall not be obligated to respond to any question unless it is submitted in writing. The District shall be bound only by written responses to questions contained in an addendum to the RFQ. Oral responses, or email responses, shall not be binding on the District.

#### **B. Investigation of Respondent's Qualifications:**

The District may investigate the qualifications of, and/or information provided by, all firms under consideration to confirm any part of the information furnished by the Respondents or any Respondent's responsibility. Qualification of Respondents will be reviewed based on the submitted SOQ and any other information available to the District. The District reserves the right to request additional information at any time, which, in its sole opinion, is necessary to assure that the firm's competence, number of qualified employees, business organization and financial resources are adequate to perform the required services for the District.

#### **C. Reservation of the District's Rights:**

The District reserves the right to find any SOQ that is incomplete, not in the required format, or otherwise fails to respond to all requirements of this RFQ non-responsive, and to give it no further consideration. The District reserves the right to waive any immaterial deviation from the requirements of this RFQ. The District may request clarification and/or additional information from any Respondent.

The District reserves the right to short-list any Respondent based on its sole discretion and judgment of the qualifications and capabilities of the firm, applying the evaluation and selection criteria stated herein. The District also reserves the right to cancel the RFQ or RFP, modify any requirements contained within the RFQ or RFP, and request a revised response from all Respondents and/or to reject all SOQs. Neither this RFQ, nor the identification of qualified Respondents creates any obligation whatsoever, either express or implied, for the District to award any contract or for the Board to approve any proposed contract award.

#### **D. Addenda:**

In its discretion, the District may, at any time, issue one or more addenda to this RFQ revising or clarifying requirements of this RFQ or the Project, which may include extending the date that SOQs are due and/or responding to questions about this RFQ. Respondents are responsible for verifying that they have obtained all addenda. Each Respondent must, in its SOQ, acknowledge each addendum that has been issued. **Failure to acknowledge any addendum in the SOQ may render the Respondent ineligible to be short-listed**, unless the addendum does nothing other than extend the SOQ deadline. In no event shall the District be responsible for any failure of a Respondent to verify that it has received all addenda.

#### **E. Cost of Responding to the RFQ and RFP:**

Each Respondent is responsible for any and all costs that it incurs in connection with responding to this RFQ, including, without limitation, costs associated with preparation and submission of an SOQ and expenses associated with responding to further inquiries from the District. The District will not reimburse any Respondent for any such costs or expenses. The District does not anticipate paying a stipend to Proposers not offered a contract, due to the Progressive style of performing the contract and the minimal submissions required by the Proposal.

#### **F. Privacy and Confidential Information:**

The District will open and review responses privately to assure confidentiality and to avoid disclosure of the contents to competing Respondents prior to and during the review and evaluation process. However, upon notification of intent to award the design-build agreement, portions of the contents of the SOQs may become subject to release to the extent required by the Act.

### **VI. CONTRACT PARAMETERS**

***Proposers are advised that the work of this Project will require adherence to the Skilled and Trained Workforce requirements of Public Contract Code 2600 to 2602. Submission of a Statement of Qualification is acknowledgement of this requirements.*** The District will directly hire a Commissioning Agent, Project Inspector, and Testing Laboratory.

## VII. SELECTION PROCESS

The purpose of this RFQ is to enable the District to develop a short-list of Respondents who will be invited to submit Proposals in response to an RFP and who shall be evaluated for final selection so that the District may select the most qualified firm that provides the best value to the District and with whom the District intends to contract for completion of the design and construction of the Project. A review and selection committee composed of key District officials and consultants will review and evaluate all SOQs based on the scoring criteria identified below. The total scores will be used to rank the Respondents and to create the short list of up to five firms. Respondents not on the short list or selected as alternates will not be eligible for further consideration on this Project.

The District reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of responses to this RFQ, seek and receive clarifications to an SOQ, and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

Respondents on the short-list will be invited to submit a Proposal in response to an RFP. If any of the Respondents on the short-list declines to submit a Proposal, then the alternate(s), in order of their ranking, may be invited to submit a Proposal. The District will evaluate the Proposals submitted in response to the RFP to identify the successful Design-Builder to whom the design-build contract for the Project will be awarded based on a determination of which Proposal provides the best value to the District for the Project.

In selecting the Design-Builder from the final proposers, the District reserves the right in its sole discretion to interview proposers and/or to request draft Proposals and conduct discussions or negotiations with Proposers based on the draft Proposals prior to the deadline to submit final Proposals. Factors the District may consider in determining which Proposal provides the best value to the District may include, without limitation:

- a. Approach to making wise use of analyzing Life Cycle costs over 15 years or more during design
- b. Plan, approach, and schedule to obtaining DSA approval and completing construction, including approach and timing to bring on subconsultants and subcontractors
- c. Qualifications, expertise, and experience of key team members including Builder's project manager, Cost estimator, Architect's Designer, and Architect's Project Manager, if different
- d. Price of Design Fees, General Conditions Costs during Construction, Overhead and Profit Percentages for Construction Costs, and Costs of Bonds and Insurance

Compliance with Education Code section 17250.25(b) is required for this Project. Respondents must submit a fully completed form attached as **Exhibit B** hereto and provide all required materials in the format specified. Respondents must submit information for 1) the General Contractor, 2) the Architect of Record, and 3) all named principal engineers, including the Civil Engineer. **Exhibit B must be signed under penalty of perjury by every member of Respondent (the design-build entity) or the Respondent will not be selected to submit a Proposal.**

**Exhibit B** shall be scored "Pass/Fail." Other questions are scored as specified below.

The District may, in its sole discretion, conduct interviews of references provided by Respondents on **Exhibit B** or elsewhere in the SOQ.

The SOQ should be clear, concise, complete, well organized and demonstrate both Respondent's qualifications and its ability to follow instructions.

Provide one (1) signed original SOQ (marked "original") and four (4) copies, each in a three ring binder, and two (2) pdf files in electronic form, each on a separate flash drive. In the event of any discrepancy between the hard copy and the pdf copies of the SOQ, the hard copy will control.

**All Respondents shall follow the order and format specified below. Please tab each section of the SOQ to correspond to the numbers shown below under "Body of Submittal."**

### 1. Submittal Cover

Include the RFQ's title and submittal due date, the name, address, e-mail address, fax number, and telephone number of Respondent, including each member of the Design-Build entity.

## 2. Table of Contents

Include complete and clear listings of heading and pages to allow easy reference to key information.

## 3. Body of Submittal and Points

For purposes of the following, "associates" shall mean an entity's officers, directors, qualifying individual(s) for a contractor, and owners of more than 10% of the company.

For purposes of the following, "DBE" shall mean the proposed Design-Build entity.

The following sections should be included in the order listed:

**Cover Letter:** A letter signed by an officer of Respondent or signed by another person with authority to act on behalf of and bind Respondent. Indicate contact person(s) for the project. Acknowledge all addenda in the cover letter. The letter shall clearly indicate that the individual signing for the Respondent has carefully read and understands the requirements of this RFQ, and that the Respondent commits to comply with all provisions in the RFQ. Describe the proposed DBE. At a minimum, the cover letter should include the following:

- a. Is the proposed DBE an integrated Design-Build company, joint venture, partnership, etc.?
- b. Indicate key firms that committed to perform the work, including the capability and capacity of each firm, company size, services provided, geographic location, number of employees and other information that would be considered important to adequately describe each firm.
- c. Provide an organizational chart, showing the proposed DBE team organizational structure with lines identifying participants who are responsible for major functions to be performed and their supporting relationships in managing, designing and constructing the Project.
- d. Describe the DBE's ability to self-perform construction work.
- e. Include any signatory requirements to Union participation.

**5 page limit. 0 points**

**DBE Agreement:** Provide a copy of the teaming agreement among Builder and Designer for this project. Specific dollar amounts may be redacted, if desired. **10 points.**

**Exhibit B:** Completed **Exhibit B** form, with required attachments. **Pass/Fail.** In addition to the form, please describe the history of any disputes and performance problems encountered by any member of the DBE. At a minimum, discuss any of the following that have occurred:

- a. Suspension of any license held by the Contractor, the Architect, or any Primary Engineer or their associates, or other disciplinary action taken against any such professional by an administrative agency with oversight responsibility over the professional, within the last ten years
- b. CAL OSHA or Federal OSHA finding against Contractor or its associates of any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years.
- c. EPA, any Air Quality Management District, or any Regional Water Quality Control Board finding against Contractor or its associates or the owner of a project on which Contractor was the prime contractor in the past five years.
- d. In the past five years, any violation by Contractor or its associates of any provision of

California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works, or the laws requiring use of a “skilled and trained workforce” on certain public works projects.

- e. Payment by the Contractor, the Architect, or any Primary Engineer of liquidated damages of \$50,000 or more in the last five years.
- f. Termination of the Contractor, the Architect, any Primary Engineer, or their associates for default on a design or construction contract within the last ten years.
- g. In the past five years, cancellation of any insurance policy or refusal of any insurance company to renew an insurance policy held by the DBE, the Contractor, the Architect, or any Principal Engineer due to non-payment of premiums or losses claimed.
- h. Any finding by any public entity in the past five years that the DBE, the Contractor, the Architect, or any Principal Engineer was not a “responsible” bidder or proposer.
- i. Any finding by a court or arbitrator in the past ten years that the DBE, the Contractor, the Architect, any Principal Engineer, or any of their associates was liable for making any false claim or material misrepresentation to a public agency or entity.
- j. Withdrawal for any reason from a design-build proposal by the Contractor, the Architect, or any Principal Engineer after an award to a design-build team that included that company.
- k. Any judgments **against** the DBE, the Contractor, the Architect, or any Principal Engineer in the past five years in actions in court or arbitration involving disputes between the party and the owner of a construction project. This includes matters in which the DBE, the Contractor, the Architect, or any Principal Engineer was either plaintiff or defendant, and includes matters settled after judgment was announced.
- l. Any claims in excess of \$100,000 made in the past five years which were either a) asserted by the DBE, the Contractor, the Architect, or any Principal Engineer against a project owner in arbitration or litigation and compromised for 45% or less than the amount asserted or b) asserted against the DBE, the Contractor, the Architect, or any Principal Engineer by a project owner in arbitration or litigation and compromised for 55% or more than the amount asserted.

**Pass/Fail**

**Experience:** Describe the projects, owner reference and contact information, and the experience gained from them of the team members in:

- A. designing and building new elementary schools
- B. design-build projects, including any progressive or collaborative design build projects
- C. assisting school districts in preparing for and obtaining the greatest amount of State facility program funds

**12 page limit 50 points**

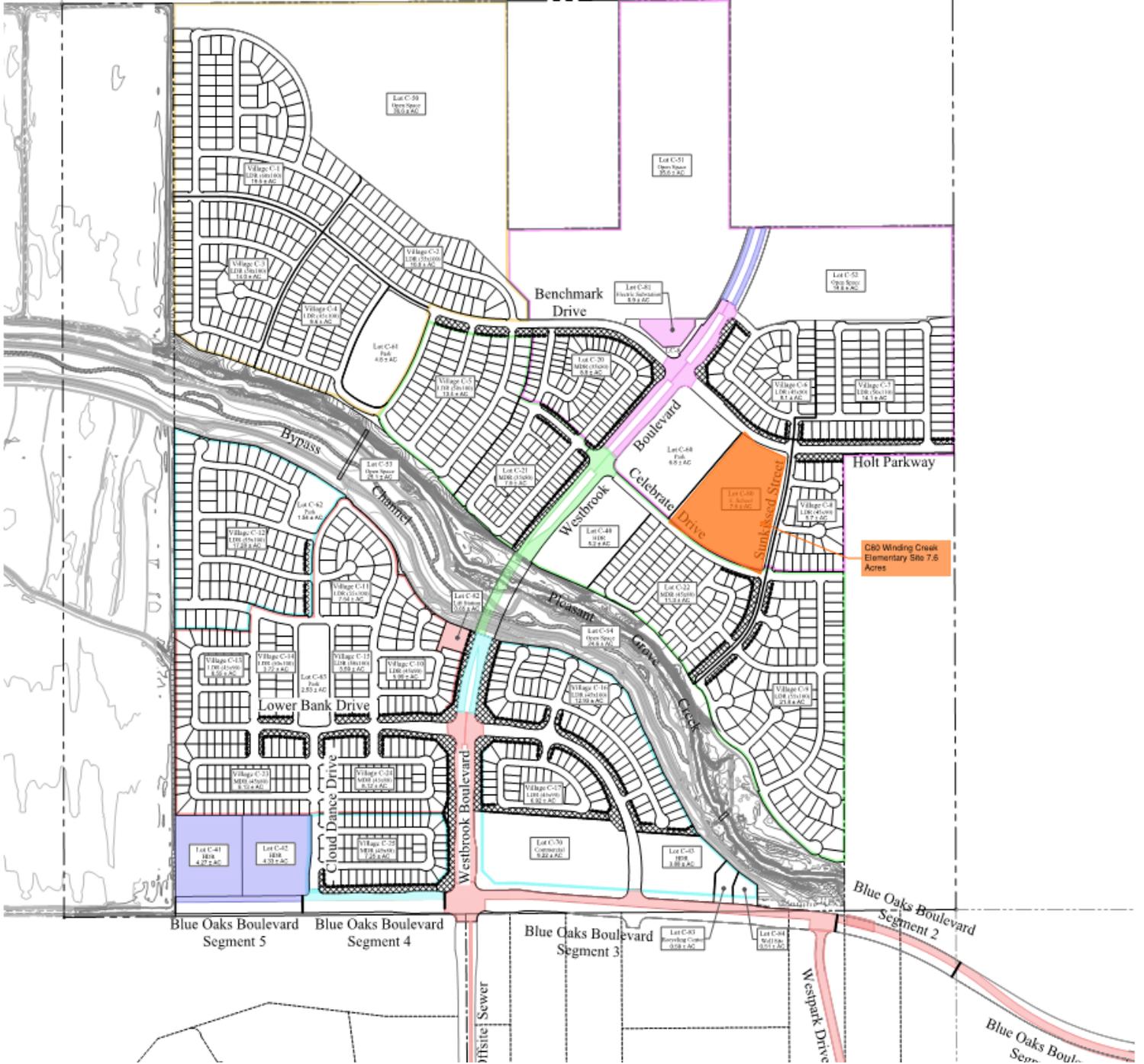
**Joint References:** Describe and give Owner references and current contact information for design-build projects the team members have completed. **3 page limit. 15 points.**

**Individual Member References:** Give three Owner references including current contact information who will attest to the team members’ ability to win and keep the trust of the Owner team on projects and to demonstrate excellence in being a great partner and leader of designers, builders, and trade partners. Describe the project and experience that demonstrates the ability and excellence. **4 page limit 25 points.**

**Conflict of Interest:** Review the Conflict of Interest Checklist **Exhibit C** and return with the SOQ the Form signed to indicate and explain potential conflicts, if any. **0 points.**

**TOTAL Maximum Points: 100 Points**  
**END OF RFQ**

# Exhibit A – Site Location



# EXHIBIT B

## I. INFORMATION ABOUT DESIGN-BUILDER

General Contractor Name: \_\_\_\_\_

Architect of Record Name: \_\_\_\_\_

Civil Engineer Name: \_\_\_\_\_

Civil Engineer Name: \_\_\_\_\_

Other Engineer Names: \_\_\_\_\_

Design-Builder Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

DIR Registration Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Co. Agent: \_\_\_\_\_

Agent's Phone: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

If the Design-Build Entity is a privately-held corporation, limited liability company, partnership, or joint venture, then identify all shareholders, partners, or members known at the time of submitting the SOQ who will perform work on the Project: \_\_\_\_\_

Provide the document which attests to the formation of the Design Build Entity, such as articles of incorporation, partnership agreement, etc. OR a letter attesting to the intent to form the Entity signed by all members of the Entity, not including subcontractors or subconsultants.

**A. General Contractor**

Company Name: \_\_\_\_\_  
 (as it appears on license)

Check One: Corporation \_\_\_\_\_  
 Partnership \_\_\_\_\_  
 LLC \_\_\_\_\_  
 Sole Prop. \_\_\_\_\_  
 Joint Ven. \_\_\_\_\_

Date of formation/incorporation: \_\_\_\_\_

Contractor DIR Registration Number: \_\_\_\_\_

Contractor License Numbers held by Company, with classifications and expiration dates:

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

If Company is a sole proprietor, privately held corporation, limited liability company, partnership, or joint venture, identify shareholders, partners, members, or owners who will perform work on the project as follows:

Name	Position	Years with Co.	% Ownership

Contractor's Bonding Co./Surety: \_\_\_\_\_

Surety Agent: \_\_\_\_\_ Surety Agent's Phone: \_\_\_\_\_

Surety's Address: \_\_\_\_\_

Company's Bonding Capacity: \_\_\_\_\_

Has there been a change in the Company's Surety within the last three (3) years? Yes \_\_\_ No \_\_\_  
 (If yes, identify other sureties and explain on a separate signed page.)

Has there been a change in ownership of the Company within the last three (3) years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page.)

**NOTE: A publicly-traded corporation is not required to answer this question.**

Has the Company changed names or license number in the past five (5) years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page, including the reason for the change.)

Has any owner, Contractor State License Board qualifier, or corporate officer operated as a contractor under any other name or license number (not listed above) in the last five years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page.)

**B. Architect of Record**

Company Name: \_\_\_\_\_  
 (as it appears on license)

Check One: Corporation \_\_\_\_\_  
 Partnership \_\_\_\_\_  
 LLC \_\_\_\_\_  
 Sole Prop. \_\_\_\_\_  
 Joint Ven. \_\_\_\_\_

Date of formation/incorporation: \_\_\_\_\_

State of formation/incorporation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

If Company is a sole proprietor, privately held corporation, limited liability company, partnership, or joint venture, identify shareholders, partners, members, or owners who will perform work on the project as follows:

Name	Position	Years with Co.	% Ownership

Insurance Company: \_\_\_\_\_

Insurance Co. Agent: \_\_\_\_\_ Agent's Phone: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

Has there been a change in ownership of the Company within the last three (3) years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page.) **NOTE: A publicly-traded corporation is not required to answer this question.**

Has the Company changed names in the past five (5) years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page, including the reason for the change.)

Has any owner or corporate officer worked for any other architectural firm in the last five years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page.)

Provide the following information for all known Architects who will be designing the Project:

Name	License Number	Years with Company	Years in Practice

**C. Principal Consultants – Provide the required information for each principal consultant including civil engineer, or design-build firm, or modular manufacturer if applicable—duplicate this page as necessary**

Company Name: \_\_\_\_\_  
 (as it appears on license)

Check One: Corporation \_\_\_\_\_  
 Partnership \_\_\_\_\_  
 LLC \_\_\_\_\_  
 Sole Prop. \_\_\_\_\_  
 Joint Ven. \_\_\_\_\_

Date of formation/incorporation: \_\_\_\_\_

State of formation/incorporation: \_\_\_\_\_

License Number(s): \_\_\_\_\_

Engineering Discipline(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

If Company is a sole proprietor, privately held corporation, limited liability company, partnership, or joint venture, identify shareholders, partners, members, or owners who will perform work on the project as follows:

Name	Position	Years with Co.	% Ownership

Insurance Company: \_\_\_\_\_

Insurance Co. Agent: \_\_\_\_\_ Agent's Phone: \_\_\_\_\_

Insurance Co. Address: \_\_\_\_\_

Has there been a change in ownership of the Company within the last three (3) years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page.)

**NOTE: A publicly-traded corporation is not required to answer this question.**

Has the Company changed names or license number in the past five (5) years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page, including the reason for the change.)

Has any owner or corporate officer worked for any other engineering firm in the last five years? Yes \_\_\_ No \_\_\_  
 (If yes, explain on a separate signed page.)

Provide the following information for all known Engineers who will be working on the Project:

Name	Licenses	Years with Company	Years in Practice

## II. PASS/FAIL REQUIREMENTS

1. General Contractor (“Contractor”) possesses a valid and current California Contractor’s license for the work that Contractor will perform. Yes \_\_\_ No \_\_\_
2. Architect possesses a valid and current California professional license for the services for which Architect will be responsible. Yes \_\_\_ No \_\_\_
3. Each Principal Engineer or Landscape Architect proposed possesses a valid and current California professional license for the services for which the Engineer will be responsible. Yes \_\_\_ No \_\_\_
4. Contractor has a Commercial General Liability Insurance policy with a policy limit of at least \$5,000,000 per occurrence/\$10,000,000 aggregate from a California admitted company. Yes \_\_\_ No \_\_\_  
**NOTE: Include a certificate of insurance verifying insurance coverage.**
5. Architect or Contractor can obtain a Professional Liability Insurance policy with a policy limit of at least \$2,000,000 per occurrence/\$2,000,000 aggregate from a California admitted company that provides coverage on design-build contracts. **NOTE: Include a commitment from an insurer verifying that insurance coverage will be provided.** Yes \_\_\_ No \_\_\_
6. Each Engineer can obtain a Professional Liability Insurance policy with a policy limit of at least \$1,000,000 per occurrence/\$1,000,000 aggregate from a California admitted company that provides coverage on design-build contracts. **NOTE: Include a commitment from an insurer verifying that insurance coverage will be provided.** Yes \_\_\_ No \_\_\_
7. Contractor has a current Workers’ Compensation Insurance policy as by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 *et. seq.* Yes \_\_\_ No required
8. Architect has a current Workers’ Compensation Insurance policy as by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 *et. seq.* Yes \_\_\_ No required
9. Each Engineer has a current Workers’ Compensation Insurance policy as by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 *et. seq.* Yes \_\_\_ No required
10. **Either** Design-Builder’s experience modification rate (“EMR”) for the most recent three-year period is an average of 1.00 or less, and its average total recordable injury or illness rate and average lost work rate for the most recent three-year period does not exceed the applicable statistical standards for its business category, **or** the Design-Builder is a party to an alternative dispute resolution system, as provided for in Section 3201.5 of the Labor Code. **Note: Include in the response a letter from the insurer verifying those published rates or a copy of the agreement binding the Design Builder to the dispute resolution system. If the Design-Builder has not established the required information over three years, then respond as to whether each member of the Design- Build Entity meets the specified standard.** Yes \_\_\_ No recent
11. Contractor knows and understands its obligations regarding the employment of apprentices in labor agreements and the requirements for Skilled and Trained workforce as described in PCC 2601 intends to comply with such requirements. Yes \_\_\_ No \_\_\_

12. Has the Design-Build Entity or each member if a Joint venture submitted its latest copy of a \_\_\_ reviewed or audited financial statement with accompanying notes and supplemental information, including schedule of Contractor's construction contracts in progress.  
**Note: A compiled financial statement is not acceptable** Yes \_\_\_ No \_\_\_
13. Contractor currently is registered with the California Department of Industrial Relations for Public Works Projects. Yes \_\_\_ No \_\_\_
14. Contractor's surety is admitted by the State of California Department of Insurance to do business in the State of California. Yes \_\_\_ No \_\_\_
15. Contractor's surety is listed in the current edition of the United States Department of the Treasury's listing of approved sureties. Yes \_\_\_ No \_\_\_
16. Contractor's surety possesses a Bests' rating of no less than (A-) Level VII. Yes \_\_\_ No \_\_\_
17. Has Contractor attached a notarized statement from its surety providing its current bonding capacity on an aggregate and per project limit?  
**NOTE: The notarized statement must be from the surety company, not an agent or broker.** Yes \_\_\_ No \_\_\_
18. Has the Design-Build Entity attached a copy of the organizational documents such as or the agreement committing to form the organization? Yes \_\_\_ No \_\_\_
19. Contractor's license has been revoked at any time in the last five years? Yes \_\_\_ No \_\_\_
20. Architect's license has been revoked at any time in the last five years? Yes \_\_\_ No \_\_\_
21. Has any named Engineer's or Landscape Architect's license has been revoked at any time in the last five years? Yes \_\_\_ No \_\_\_
22. Contractor has been required to pay back wages or penalties for its own failure to pay prevailing wages more than three times in the last five years? Yes \_\_\_ No \_\_\_
23. Contractor has been "default terminated" by an owner (other than for convenience) or its surety has completed or paid for completion of a contract within the last five years. Yes \_\_\_ No \_\_\_
24. At any time during the last five years, has any member of the Design-Build Entity, or any of their owners, partners, members, officers, or key personnel been convicted of a crime involving a) the awarding of a local, state, or federal contract, b) the bidding or the performance of a local, state or federal contract, or c) a crime involving any federal, state or local law related to construction, fraud, theft, or other act of dishonesty? Yes \_\_\_ No \_\_\_
25. Is the Contractor, the Architect, or any Principal Engineer currently the debtor in a bankruptcy case? Yes \_\_\_ No \_\_\_

**In order to pass, Respondent must answer "yes" to questions 1-18, and answer "no" to questions 19-25.**

The undersigned members of \_\_\_\_\_ (“Design-Build Entity”) hereby declare, under penalty of perjury under the laws of the State of California, that all information provided in Design-Build Entity’s Statement of Qualifications is true and correct.

**Signature Page**

General Contractor: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Architect of Record: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Civil Engineer \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

**AS NEEDED IF NAMED**

Structural Engineer: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Mechanical Engineer \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Electrical Engineer: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Plumbing Engineer: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Landscape Architect: \_\_\_\_\_  
Printed

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

## EXHIBIT C

### CONFLICT OF INTEREST CHECKLIST

**An organizational conflict of interest may exist in any of the following cases:**

- The Proposer, or its principals, own real property in a location where there may be a positive or adverse impact on the value of such property based on the recommendations, designs or other deliverable required by this contract.
- The Proposer is providing services to another governmental or private entity and the Proposer knows or has reason to believe, that the entity's interests are, or may be, adverse to the Roseville City School District's ("District") interest with respect to the specific project covered by this contract. **Comment:** the mere existence of a business relationship with another entity would not ordinarily need to be disclosed. Rather, this focuses on the nature of services commissioned by the other entity. For example, it would not be appropriate to propose on a District project if a local government has retained the Proposer for the purposes of persuading the District to stop or alter the project plans.
- The Proposer is providing design services to a private entity, including, but not limited to, developers, whom the Proposer knows or has good reason to believe, own or are planning to purchase property affected by the project covered by this contract, when the value or potential uses of such property may be affected by the Proposer's performance of work pursuant to this contract. "Property affected by the project" includes property that is in, adjacent to, or in reasonable proximity to the current or potential right-of-way for a project. The value or potential uses of the private entity's property may be affected by the Proposer's work pursuant to the contract when such work involves providing recommendations for right-of-way acquisition, access control and the design or location of frontage roads and interchanges. **Comment:** this provision does not presume the Proposer knows or has a duty to inquire as to all of the business objectives of its clients. Rather, it seeks the disclosure of information regarding cases where the Proposer has a reason to believe that its performance of work under this contract may materially affect the value or viability of a project it is performing for the other entity.
- The Proposer has a business arrangement with a District representative or immediate family member of such representative, including promised future employment of such person, or a subcontracting arrangement with such person, when such arrangement is contingent on the Proposer being awarded this contract. This item does not apply to pre-existing employment of current or former District representatives, or their immediate family members. **Comment:** this provision is not intended to supersede any statutes or policies applicable to its own employees accepting outside employment. This provision is intended to focus on identifying situations where promises of employment have been made contingent on the outcome of this particular procurement. It is intended to avoid a situation where a Proposer may have unfair access to "inside" information.
- The Proposer has, in previous work for any district, provided design services and such professional services that potentially provides the Proposer with an unfair advantage in preparing a proposal for this project. **Comment:** this provision will not, for example, necessarily disqualify a Proposer

who provided surveying or material testing services for this project, however, such work must be disclosed and all work products must be provided.

- The Proposer has, in previous work for the District, been given access to “data” relevant to this procurement or this project that is classified as “private” or “nonpublic” under the California Public Records Act (see Gov. Code §§ 6250-6270), and such data potentially provides the Proposer with an unfair advantage in preparing a proposal for this project. **Comment:** this provision is intended to avoid a situation where a Proposer has been provided information that cannot be provided to other Proposers.
- The Proposer has, in previous work for the District, managed or assisted in the management of the District’s design-build program, performing such work as: helping to create the ground rules for this solicitation, writing this solicitation, or preparing evaluation criteria or evaluation guides for this solicitation.
- The Proposer, or any of its principals, because of any current or planned business arrangement, investment interest, or ownership interest in any other business, may be unable to provide objective advice to the District.

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST FORM**

Having had the opportunity to review the Conflict of Interest Checklist, the Proposer hereby indicates that it has, to the best of its knowledge and belief:

\_\_\_\_\_ Determined that no potential organizational conflict of interest exists.

\_\_\_\_\_ Determined a potential organizational conflict of interest as follows:

Attach additional sheets as necessary.

Describe nature of the potential conflict(s):