

**STOCKTON UNIFIED SCHOOL DISTRICT  
PROSPECTIVE PRIME CONTRACTOR  
PREQUALIFICATION EVALUATION PROCEDURE  
Adopted November 9, 2021**

Name of Contractor: \_\_\_\_\_

- 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 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 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 Contractor.

A. Is the information provided by the Contractor 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B. Is the information contained in the Prequalification Package out of date, and not updated under penalty of perjury, so that it is no longer accurate?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 Contractor contracted for construction involving a minimum of three (3) California K-12 projects with the past five (5) years, each using the lease-leaseback project delivery method and/or with a total contract price of \$1 million or more?

Yes                      No

(If no, then Contractor is not qualified)

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

Has the Contractor held all Contractor's license(s) necessary to perform its work for at least five (5) years, without suspension or revocation?

Yes                      No

(If no, then Contractor is not qualified)

c. Registration (See Section C.8 of Questionnaire)

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

Yes                      No

(If no, then Contractor is not qualified)

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

Has the Contractor 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 five (5) years?

Yes                      No

(If yes, then Contractor is not qualified)

e. Default (See Section C.28 of Questionnaire)

Has a surety firm completed a contract on Contractor's behalf, or paid for completion because Contractor was in default and/or terminated by school district or other public agency within the State of California within the past five (5) years?

Yes                      No

(If yes, then Contractor is not qualified)

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

Has Contractor declared bankruptcy or been placed in receivership within the past five (5) years?

Yes                      No

(If yes, then Contractor is not qualified)

g. Insurance (See Section C.14 of Questionnaire)

Does Contractor have liability insurance with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

Yes                      No

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

h. Workers' Compensation (See Section C.15 of Questionnaire)

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

Yes                      No

(If no, then Contractor is not qualified)

i. Bonding Capacity (See Sections C.25 through C.30 of Questionnaire)

Does Contractor demonstrate 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 Contractor is not qualified)

j. Criminal Matters and Related Civil Suits (See Section C.17 and C.18 of Questionnaire)

Has the Contractor, or any of its owners or officers, been found liable in a civil suit or guilty in a criminal action for 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 Contractor is not qualified)

**4. Contact References**

The District must contact each of Contractor's references from a minimum of three (3) of its most recent K-12 school district projects.

**5. Complete Evaluation Worksheet**

Insert total score from evaluation worksheet                      **Total Points** \_\_\_\_\_

Contractor must have 60 out of 115 points or higher to qualify

## **6. Appeal Process**

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

- a. Within three (3) working days of notification from the District, Contractor 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 Contractor's request, Contractor may submit, in writing, a request for reconsideration by the District's staff. Contractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

If the Contractor chooses not to avail itself of this process, the proposed prequalification rating may be adopted by the District without further proceedings.

**STOCKTON UNIFIED SCHOOL DISTRICT  
 PROSPECTIVE PRIME CONTRACTOR  
 PREQUALIFICATION EVALUATION REFERENCE FORM  
 Adopted November 9, 2021**

(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 Contractor'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 Contractor at the corresponding place on the Evaluation Worksheet.

**Section I - General Project Information**

Name of Contractor:	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:

## Section II – Telephone Interview Questions

### 1. Planning and Coordination of Work

Did the Contractor pursue and develop a thorough understanding of the scope of work? Did the Contractor proactively anticipate and coordinate agencies and jurisdictions, and utilities shutdown schedules and mechanics? Was the Contractor able to plan and execute complex critical path tasks for successful completion? **Please rate the Contractor with respect to planning and coordination of work as either unsatisfactory, below average, average, or above average.**

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### 2. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the Contractor 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.**

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### 3. Performance and Accountability

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

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- b. Contractor (Project) Management - Rate the Contractor's ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Contractor's overall project management). Was the Contractor 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.**

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- c. Change Orders - Rate the Contractor's performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders or extras? Were the Contractor'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.**

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- d. Working Relationships - Rate the Contractor's working relationships with other parties (i.e., owner, designer, prime contractors, other subcontractors, etc.). Did the Contractor 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.**

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- e. Paperwork Processing - Rate the Contractor's performance in completing and submitting required project paperwork (i.e., submittals, drawings, requisitions, payrolls, etc.). Did the Contractor 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.**

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- f. Litigation – Did the Contractor threaten litigation or arbitration of any claims? Did the Contractor 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? **Please rate the Contractor with respect to litigation as either unsatisfactory, below average, average, or above average.**

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[RATING SHEET ON NEXT PAGE]



### Section III - Numerical Rating

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

Contractor's Name: \_\_\_\_\_

	Unsatisfactory	Below Average	Average	Above Average	RATING
<b>1. Planning and Coordination of Work</b>	-5	0	7	15	
<b>2. Quality of Work</b>	-5	0	1	5	
<b>3. Performance and Accountability</b>					
a. Scheduling	0	1	2	4	
b. Supervision; Subcontractor and Project Management	0	1	3	5	
c. Change Orders	0	1	2	4	
d. Working Relationship	0	0	1	2	
e. Paperwork Processing	0	0	1	2	
f. Litigation	0	0	2	3	
<i>Maximum Possible: 40</i>					
<b>Total:</b>					

**STOCKTON UNIFIED SCHOOL DISTRICT  
PROSPECTIVE PRIME CONTRACTOR  
PREQUALIFICATION EVALUATION WORKSHEET  
Adopted November 9, 2021**

Name of Contractor: \_\_\_\_\_

**1. Essential Criteria**

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

**2. References**

Use the attached Evaluation Reference Form for each reference contacted for Contractor. Insert the average of all the scores from all references for Contractor.

\_\_\_\_\_ Points

Average Numeric Rating from Evaluation Reference Forms	=	Max 40 Points
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\_\_\_\_\_ 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
Less than 2 years	=	0 Points

\_\_\_\_\_ 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 \$10 million	=	10 Points
5 Completed Projects larger than \$5 million	=	8 Points
3 Completed Projects larger than \$5 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 and Disputes Per Project** (See Section C.11 of Questionnaire)

0 Incidents	=	10 Points
1 to 3 Incidents	=	5 Points
4 or more Incidents	=	0 Points

\_\_\_\_\_ Points

**6. Non-Compliance with Applicable Laws** (See Sections C.19, 20, 22, 23, and 24 of Questionnaire)

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

\_\_\_\_\_ Points

**7. Workers' Compensation Modifier** (See Section C.21 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

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

25% or more than \$5 million	=	10 Points
10% or more than \$2 million	=	5 Points
Less than \$2 million	=	0 Points

\_\_\_\_\_ Points

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

More than \$5 million	=	10 Points
Equal to \$2 million	=	5 Points
Less than \$2 million	=	0 Points

\_\_\_\_\_ Points

<b>Maximum Points:</b>	<b>= 115</b>	
		<b>TOTAL POINTS</b>