

**ANNOUNCEMENT OF
PRE-QUALIFICATION PROCEDURES AND
OPEN DATES FOR ANNUAL
PRE-QUALIFICATION**

Suisun Resource Conservation District
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ANNOUNCEMENT OF PRE-QUALIFICATION PROCEDURES AND OPEN DATES FOR ANNUAL PRE-QUALIFICATION

Notice is given that the Suisun Resource Conservation District (SRCD) determined that all bidders on public works to be undertaken by SRCD must be pre-qualified prior to submitting bids for public works. It is mandatory that all Licensed Contractors who intend to submit bids fully complete the pre-qualification questionnaire, provide all requested materials, and be approved by SRCD to be on the final Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements.

Pre-qualification applications may be submitted when requested during a 15-day window two times each year: (1) from 1-15 February; and if needed (2) from 1-15 July. Contractors who submit a complete pre-qualification package will be notified of their qualification status no later than fifteen business days after submission of the information. SRCD will use the application as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. SRCD reserves the right to check other sources available. SRCD's decision will be based on objective evaluation criteria.

Pre-qualification approval will remain valid for one (1) calendar year from the date of notice of qualification, except that SRCD reserves the right during that calendar year to adjust, increase, limit, suspend or rescind the pre-qualification ratings based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

While it is the intent of the pre-qualification questionnaire to assist SRCD in determining bidder responsibility prior to the submission of bids and to aid SRCD in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude SRCD from a post-bid consideration and determination on a specific project of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness. Contractors must follow Department of Industrial Relations policies for public works projects including use of prevailing wages when applicable.

Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of pre-qualification status well in advance of upcoming projects. The pre-qualification packages should be submitted under seal and marked "CONFIDENTIAL" to Suisun Resource Conservation District, 2544 Grizzly Island Rd., Suisun, CA 94585 or submitted electronically via email. The pre-qualification packages submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although the contents may be disclosed to third parties for the purpose of verification, investigation of substantial allegations, and in the process of an appeal hearing. State law requires that the names of contractors applying for pre-qualification status shall be public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor

must immediately notify SRCD and provide updated accurate information in writing, under penalty of perjury.

SRCD reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations, and to determine at any time that the pre-qualification procedures will not be applied to a future public works project.

A contractor who has submitted a completed application form, and who receives a rating of “not qualified” from SRCD may appeal that determination. There is no appeal from a finding that a contractor is not pre-qualified because of a failure to submit required information, but re-application during one of the designated time periods is permitted. A contractor may appeal SRCD’s decision with respect to its request for pre-qualification, and request a hearing, by giving notice to SRCD no later than ten business days after receipt of notice of its qualification status. Unless a Contractor files a timely appeal, the Contractor waives any and all rights to challenge the qualification decision of SRCD, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten business days after SRCD’s receipt of its Notice of Appeal. The hearing so provided shall be an informal process conducted by a panel to whom the SRCD Board has delegated responsibility to hear such appeals (the “Appeals Panel”). At or prior to the hearing, the Contractor will be advised of the basis for SRCD’s pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the pre-qualification determination. At the conclusion of the hearing or no later than one day after completion of the hearing, the Appeals Panel will render its decision. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

Note: A contractor may be found not pre-qualified for bidding on a specific public works contract to be let by SRCD, or on all contracts to be let by SRCD until the contractor meets *SRCD*’s requirements. In addition, a contractor may be found not pre-qualified for either:

- (1) Omission of requested information, or
- (2) Falsification of information

CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
(as it appears on license) Partnership
 Sole Prop.

Contact Person: _____

Address: _____

Landline Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

Department of Industrial Relations Registration Number: _____

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 3 is “no.”

Contractor will be immediately disqualified if the answer to any of questions 4, 5, 6 or 7 is “yes.”¹ If the answer to question 6 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.

Yes No

2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.

Yes No

3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.

Yes No Contractor is exempt from this requirement, because it has no employees

4. Has your contractor’s license been revoked at any time in the last five years?

Yes No

5. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?

Yes No

6. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Yes No

If the answer is “Yes,” state the beginning and ending dates of the period of debarment:

7. At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Yes No

¹ A contractor disqualified solely because of a “Yes” answer given to question 4, 5, or 7 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal.

PART II. RECENT CONSTRUCTION PROJECTS COMPLETED

1. Has your firm performed services for the Suisun Resource Conservation District within the last four years?

Yes No

2. If the answer is No to #1 above, please provide information about your three most recently completed public works projects within the last four years. Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer (if applicable to the referenced Project):

Architect or Engineer Contact (name and current phone number):

Construction Manager (name and current phone number):

Description of Project, Scope of Work Performed:

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

3. Has your firm performed services or had experience working under the Regional General Permit 3 (USACE File #SPN-2012-00258)?

Yes No

If yes, provide:

Project Name: _____

Location: _____

Description of your role in the Project: _____

4. Do you have experience with using a low ground pressure (LGP) bulldozer?

Yes No

If yes, provide:

Project Name: _____

Location: _____

5. Do you have experience with long-reach excavator (60' boom)?

Yes No

If yes, provide:

Project Name: _____

Location: _____

6. Do you have experience with using a low-bed transport truck/trailer?

Yes No

If yes, provide:

Project Name: _____

Location: _____

7. Do you have experience with using marine equipment (boats/barges)?

Yes No

If yes, provide:

Project Name: _____

Location: _____

Any Contractor who has performed work for the District within the past four years will be deemed qualified to bid on any District project unless otherwise disqualified under Part I. Contractors who have not performed work for the District must have successfully completed at least three public works projects in the State of California within the past four years and have a score of at least \$50,000. Scores are determined by taking the average of the highest two projects and adding 33% for inflation.

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

(Signature)

(Date)

(Printed Name)