



**REQUEST FOR QUALIFICATION
(PREQUALIFICATION PROCESS)**

FOR THE

**YUBA COLLEGE
FIRE ALARM SYSTEMS UPGRADE**

**ELECTRICAL or GENERAL CONTRACTORS, FIRE ALARM
SYSTEMS PRIME CONTRACTORS**

Request for Qualification

RFQ NO. 21-03

Issue Date: July 29, 2021

Prequalification/RFQ Package Due: September 9, 2021

Prequalification/RFQ Package Due Date: September 9, 2021, 1:00 pm Sharp, YCCD District Offices Location- Delivered To:

**Yuba Community College District, District Offices
Attn.: David Willis
District Director of Facilities Planning, Maintenance & Operations**

“RFQ No. 21-01 Prequalification Process, Electrical or General Contractors and Fire Alarm Systems Prime Contractors, Yuba College, Fire Alarm Systems Upgrade”

Address: 425 Plumas Blvd., Suite 200, Yuba City, California, 95991

**Yuba Community College District
District Offices**

425 Plumas Blvd, Suite 200 (second floor)
Yuba City, California, 95991

Proposal Delivery
Location, Front Counter
at Second Floor



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1.0 INTRODUCTION

1.1 District Information:

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Beale Education Center, Beale AFB, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

1.2 Yuba Community College District

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

1.3 Purpose of Request: Prequalification of Contractors

Public Contract Code section 20651.5 permits the governing board of any community college district to require each prospective bidder for a contract, as described in Public Contract Code section 20651, to complete and submit to the district a standardized questionnaire and financial statement, verified under oath by the bidder, in a form specified by the district, including a complete statement of the prospective bidder's financial ability and experience in performing public works. Only applicants that are prequalified will be permitted to submit a bid for the Project.

The District requests the FORMAL submission of **Statements of Qualifications** with support documentation for General Contractors to provide Construction Services for the Yuba College, Fire Alarm Systems Upgrade Project.

Contractor RFQ packages need to respond to Appendices A, B, C, and D.

1.4 Applicable Codes

All planning and other work shall meet all Local, State, and Federal Codes, Regulations, and Ordinances.

2.0 General Project Information

This Project includes all associated improvements for campus wide Fire Alarm Upgrades for Yuba College in Marysville, CA. This work is to be phased to minimize disruption of ongoing campus instructional and administrative operations.

The rough estimated construction costs for the Project are \$3,750,000.

3.0 District Staff Contact during the “Prequalification” process:

Firms interested in submitting a “Prequalification Package” are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact may constitute grounds for disqualification from consideration.

Single Point of Contact during the Request for Qualifications Preparation Process:

David L. Willis
District Director of Maintenance, Operations, and Planning
425 Plumas Blvd., Suite 200 (Second Floor)
Yuba City, California, 95991
Cell Phone: 916-747-4262
Email: dwillis@yccd.edu

4.0 CUPCCAA (Not applicable)

Firms are requested (**not required**) to fill-out CUPCCAA qualification and participation forms. Refer to this link for more information regarding the District’s CUPCCAA process and required forms:

<https://www.yccd.edu/central-services/fiscal-services/purchasing-2/cupccaa/>

5.0 “Prequalification Packages”; Delivery, Contents, and Format:

Prequalification packages should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFQ, and completeness and clarity of content.

All fees and costs associated with the completion of the prequalification package shall be borne by the Firm. The District shall not, under any circumstances, be liable for any expenses incurred by the Firm in connection with the preparation, completion, or submission of the prequalification package.

Please use the following format when organizing the Request for Qualifications packet:

Pre-Qualification Packet	Format
1. Cover Letter	PDF
Appendices	
A. Statement of Qualifications Form	PDF
B. Audited Financial Statement	PDF
C. Acknowledgement of Addenda Form	PDF
D. Contractor Firm Information	PDF
E. Project Specific Information	PDF

6.0 Non-Discrimination

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all qualified firms to participate in the project Request for Qualification/Proposal process.

The District encourages firms that are women or minority owned, emerging small businesses, veteran owned firms, disabled person owned firms, and all other qualified firms to participate in the qualification process.

The District encourages the submission packages from all firms that can meet the stated requirements set for this RFQ.

7.0 Responses to RFQ:

Sealed responses to this RFQ must be clearly marked "RFQ NO. 21-03 Prequalification, General Contractors and Fire Alarm System Prime Contractors, Yuba College Fire Alarm Systems Upgrade".

Responses shall be mailed to or hand-delivered to the following address:

Sealed Envelope/Box Marked:

Yuba Community College District, District Offices

Attn.: David Willis

District Director of Facilities Planning, Maintenance & Operations

"RFQ No. 21-03, Prequalification, Electrical or General Contractors and Fire Alarm System Prime Contractors, Yuba College, Fire Alarm Systems Upgrade"

Address: Suite 200, 425 Plumas Blvd., Yuba City, California, 95991

Note: Firms must completely seal their Prequalification Packages in an envelope/box and must ensure the District personnel provides a date/time stamp on the delivered package. **Firms are each 100% responsible** to make sure packages that are mailed using a carrier such as UPS, FED Ex, etc., are received and date/time stamped by District personnel prior to the proposal due date/time. No packages will be considered if they are late. Firms must ensure packages are delivered and received promptly prior to the due date/time. There will NOT be a public proposal opening since there are no proposals included in the RFQ packages.

8.0 Requests for Information (RFI)

Requests for Information concerning the RFQ must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to David Willis, email: dwillis@yccd.edu.

9.0 Pre-Qualification Schedule:

Important Dates and Times:

July 29, 2021: Release of Request for Qualification at 4:00PM

August 17, 2021: **1:00 PM OPTIONAL Pre-RFQ ZOOM Meeting**

Topic: OPTIONAL PRE-QUALIFICATION MEETING RFQ 20-03 GENERAL
YUBA COLLEGE FIRE ALARM SYSTEMS UPGRADE

Time: Aug 17, 2021 01:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/94593658086>

Or iPhone one-tap (US Toll): +16699006833,94593658086# or
+12532158782,94593658086#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 945 9365 8086

Note: *Firms are encouraged to attend the Optional ZOOM Prequalification meeting.*

September 1, 2021: All questions and requests for information must be submitted to David Willis at: dwillis@yccd.edu by 1pm.

September 2, 2021: Addendum Issued if needed.

September 9, 2021: **Prequalification Packets are due by no later than 1:00 PM SHARP**, Yuba Community College District, District Offices Location. There will NOT be a public bid opening on this RFQ since NO proposals are part of this process. Evaluation of the RFQ packages will begin after 1:00 PM. District will inform Firms if they are prequalified for the Project after review of the submittals.

All questions associated with the prequalification process shall be addressed to David Willis, District Director of Facilities Planning, Maintenance, and Operations at email: dwillis@yccd.edu or cell phone: 916-747-4262.

September 27, 2021: Approximate date when pre-qualified Firms will be notified.

October-November 2021: Approximate project bidding period.

10.0 RFQ Requirement Clarification

Each responder shall submit **one (1) signed original, three (3) additional hard paper copies**, all in separate binders. Provide one flash drive copy of the proposal.

All materials submitted in response to the RFQ shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. **Content shall be tabbed and numbered** per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview each of the Firms. There is no page limit. Please be brief.

Please submit an audited financial statement and the financial status of the Firm as Appendix B to this RFQ.

Questionnaire responses and financial information of the firm are not public records and will be maintained as confidential information.

All RFQ Packages become the sole property of the District. The RFQ information will be used for District evaluation purposes.

This RFQ does not commit the District to negotiate a contract.

11.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretion, including for any inaccurate or incomplete information.
- Waive any irregularities contained in any submittals.
- Cancel the Request for Qualifications (RFQ) process, without cause.
- Modify any requirements contained within the RFQ and request a revised submission from all firms.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Request clarifications to information provided.
- Prequalify firms based on the information presented in this RFQ and at the discretion of the District. Firms may in some cases be disqualified if the information provided is incomplete, does not meet the requirements of the RFQ, if the overall score of the evaluation does not meet minimum thresholds (at the sole discretion of the District)

12.0 Appeal of Prequalification Results

If a Firm chooses to challenge a prequalification decision, the Firm must follow the following procedure:

- Firm must, within two (2) business days after notification of the District's prequalification decision, submit in writing to David Willis, the District Director of Facilities Planning, Maintenance & Operations, a request that the District review or reconsider its determination. The Firm's request must set forth in detail all grounds for the request, including all facts, supporting documentation, legal authorities, and arguments in support of the grounds for the request. Any matters not set forth in the request shall be deemed waived. If the Firm does not submit a timely request, the District's determination shall be final and the Firm shall waive all rights to challenge the District's decision, whether by administrative process, judicial process, or any other legal process or proceeding.
- If the Firm timely files the request for review, District staff shall schedule a time for a meeting to allow the Firm to rebut any evidence used as a basis for the decision and to present evidence as to why the Firm should be determined to be qualified to formally bid the Project. District staff shall then review the Firm's evidence and subsequently notify the Firm regarding whether the Firm is determined qualified to formally bid the Project.
- If the Firm chooses to challenge District staff's determination regarding the Firm's prequalification rating after presenting evidence as described above, the Firm may then, within two (2) business days of being notified of District staff's determination, request that the District establish a three (3) member committee for a hearing to review the facts and reconsider the prequalification decision. The Firm's representative will be invited to appear in person to bring before the committee any information identified in the appeal. The Firm will then be released from the meeting and the committee members shall consider whether to recommend a change in the Firm's rating. The committee shall render a recommendation to the Vice Chancellor, Administrative Services of the District who shall issue a final and binding decision. The Firm will be faxed or emailed notification of the final and binding decision.
- The Firm and the District will each bear their own attorneys' costs and any other costs or fees associated with any appeal.

Appendix A: Statement of Qualifications Form

The Firm shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

Basic Firm Informational Items 1 through 17:

1. Firm Name: _____

2. Primary Address: _____

3. Firm's Contact Person and Title: _____

4. Telephone: _____ Facsimile: _____

5. Email Address: _____

6. License No.: _____ Class: _____

Responsible Managing Employee/Officer: _____

e

7. DIR Registration No.: _____ Expiration Date: _____

8. Names and titles of two officers of the Firm:

NAME

TITLE

9. Specific type of Ownership (Check one)

Individual

Partnership

Corporation; If a corporation, state the following:

State of incorporation: _____

Date of incorporation: _____ President/CEO: _____

Joint Venture

Other (Specify) _____

10. Taxpayer Identification No.: _____

11. List annual gross income for last three (3) years:

Year: _____ \$ _____

Year: _____ \$ _____

Year: _____ \$ _____

12. Number of years Firm has been in business: _____

If less than 5 years, please describe:

13. Number of years Firm has conducted business under the present name: _____

14. Has the Firm ever been licensed under a different name or different license number? _____. If Yes, give name(s) and license number(s) and dates or operation under that name(s) and license number(s) (attach separate sheets if necessary): _____

15. Number of years' experience in California Community College, University or educational facility projects _____.

16. Do you now or have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? _____. If Yes, please elaborate: _____

17. Has the Firm ever completed any work at the Yuba Community College District? _____ If Yes, please elaborate: _____

Potentially Disqualifying Questions 18 through 29 (District may immediately disqualify Firm if its answer to any of Questions 18 through 29 is “YES.” Firm’s refusal to answer or omission of response to any of Questions 18 through 29 may result in disqualification of Firm.):

18. Does the Firm possess a valid and currently in good standing California Contractors’ license for the classification(s) of Contractors’ License required for the Project? If Yes provide the license number(s).
Yes/No _____

19. Has the Firm been defaulted or terminated (other than for convenience) by any California school district, community college district or other California public agency on any project within the past 5 years? Yes/No

If yes, identify agency and details: _____

20. Has the Firm or any of its principals defaulted so as to cause a loss to a surety on a payment or performance bond? Yes/No _____

If yes, give dates, name and address of surety, and details: _____

21. Has the Firm or any of its owners, officers, or partners, ever been convicted of a crime, or found guilty in a criminal action, involving fraud, theft, making any false claim or material representation to a public agency, or involving any federal, stet, or local law, rule, or regulation related to construction? Yes/No_____

If yes, explain, identify the agency, and provide case name and number. _

22. Has the Firm been assessed liquidated damages for any project in the past five years? Yes/No_____ If so, identify owner and details: _____

23. Has the Firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work or bidding won work for any California school district, community college district, or other California public agency within the past five years? Yes/No_____

If yes, identify agency and details: _____

24. Has the Firm been in litigation (whether in court or arbitration) with any California school district, community college district, or other California public agency on an issue pertaining to any contract during the past five years?
Yes/No: _____

If yes, explain, identify the agency, and provide case name and number. _

25. Has the Firm ever failed to complete a project in the past five years? _Yes/No: _____
If so, give owner and details: _____

26. Is the Firm currently or has the Firm been in a state of "Bankruptcy" in the past five years? Yes/No: _____
If yes, please explain. _____

27. Can the Firm provide at least up to \$ 3,750,000 in bonding capacity for this project?
If no, please explain. _____

28. Does the Firm have a liability insurance policy (project) limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?
If no, please explain. _____

29. Does the Firm have a current workers' compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code Sections 3700 et seq.?
If no, please explain. _____

30. Is the Firm (including Sub-Contractors) a manufacturer authorized Firm to install Edwards System Technologies (EST-4) systems AND does the Firm have project experience completing "like" projects with a value of at least \$500,000? YES/NO
If no, please explain. _____

Rating Questions:

31. Please list and describe on separate sheets the Firm's top 10 project references with current contact information. At least three (3) of the projects must have been completed within the past seven (7) years and must be in similar in size, scope, function, and construction value as the Project. Additionally, at least three (3) of the projects must have been completed for California public schools, community college districts, or other California public agencies. The project reference list should include the following criteria:

- Project Name
- Project Owner and Contact Information
- Project Scope
- Original Contract Completion Date
- Actual Project Completion Date
- Original Contract Price
- Final Adjusted Contract Price
- Any issues that Firm had to overcome on the project

(Each complete reference is worth five points, for a total of 50 points.)

Note: If a sub-contractor has the above experience, please describe it and list the sub-contractor.

32. Please describe in detail, your Firm's approach to maintaining a safe project while students, faculty, and staff will be occupying the buildings and walking from building to building:

(Up to 10 points.)

33. List your Firm's Workers' Compensation Experience Modification Rate (EMR) for the three most recent years. Your EMR should be issued to your Firm by your workers' compensation insurance carrier.

Year _____ EMR _____

Year _____ EMR _____

Year _____ EMR _____

(EMR numbers under 1.0 = 10 points; 1.0 to 1.24 = 5 points; 1.25 to 1.49 = 1 point; 1.50+ = 0 points.)

34. Has your Firm had any OSHA violations or citations and penalties levied against it in the past five years? If Yes, how many violations (and please explain) _____
(0 = 5 points; 1 = 3 points; 2+ = 0 points.)
35. How many years has your Firm been in business in California as a contractor under your present business name and license number?

(less than 3 years = 0 points; 3-6 years = 3 points; 6+ years = 5 points.)
36. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has your Firm initiated against an owner, regardless of outcome? _____
(0 = 5 points; 1 = 3 points; 2+ = 0 points.)
37. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has an owner initiated against your Firm, regardless of outcome? _____
(0 = 5 points; 1 = 3 points; 2+ = 0 points.)
38. Has any insurance carrier, for any policy of insurance, refused to renew a policy, or terminated a policy, for your Firm within the last five years? _____
(No = 5 points; Yes = 0 points.)
39. Have any of your Firm's employees or any other persons or entities filed a complaint against your Firm with the California Contractors State License Board within the last five years? If Yes, how many complaints were filed?

(No = 5 points; 1-2 = 3 points; 3+ = 0 points.)
40. Was your Firm required to pay either back wages or penalties for your Firm's failure to comply with the state's prevailing wage laws within the last five years? If Yes, identify the number of violations. _____
(No = 5 points; 1-2 = 3 points; 3+ = 0 points.)
41. Has any owner made a demand on a performance bond issued to your Firm on any construction project within the last 10 years? _____
(No = 5 points; Yes = 0 points.)
42. Has any surety company made any payments on your Firm's behalf as a result of a default to satisfy any claims made against a performance or payment bond issued on your Firm's behalf in connection with any construction project within the last five years? _____
(No = 5 points; Yes = 0 points.)
43. Has your Firm been denied bond coverage by a surety company, or was there a period of time when your Firm had no surety bond in place during a public construction project when one was required, within the last five years? _____
(No = 5 points; Yes = 0 points.)

44. Has your Firm been denied an award of public works contract based on a public agency's finding that your Firm was not a responsible bidder within the last five years? _____
(No = 5 points; Yes = 0 points.)

45. Please describe the Capability/Capacity of your Firm. Please provide a comprehensive list of projects that the Contractor has in process and reasoning/justification regarding how the Contractor has capacity to perform the required construction services on this project.

(Up to 10 points.)

46. Please describe the Firm's commitment to maintaining a construction schedule. How will the Firm recover the schedule if it slips due to weather or COVID-19 or similar illness impacts, or the Firm gets busy with other projects? Please describe specific actions the Firm will take to maintain the Project schedule.

(Up to 10 points.)

47. Please describe the Firm’s commitment to meeting regularly at project team meetings, maintaining positive communication, providing progress updates, and providing timely RFI’s and support information during the Project. Please describe specific actions the Firm will commit to maintain a positive relationship with the District and the applicable College through the above description:

(Up to 10 points.)

Qualification Criteria:

Questions 1 through 17 are general base level information that is required for pre-qualification.

Questions 18 through 30 are possible disqualifying questions that would render the Firm “not qualified” as determined by the District.

Questions 31 through 47 are rating questions that are scored and more deeply evaluated. Not scoring the minimum threshold value will render the Firm “not qualified”.

- There are a total of 155 points possible.
- The District can disqualify a Firm if the Firm does not meet the requirements of Questions 18 through 30.
- To be determined as a qualified Firm, each Firm must meet the minimum project experience criteria set forth in Question 31, and must score at least 115 points.

Firms will be notified if they are determined meet minimum qualification criteria.

The undersigned is duly authorized to execute this Statement of Qualifications under penalty of perjury on behalf of the above-identified Firm. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Statement of Qualifications and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness, and accuracy of responses to this Statement of Qualifications. The undersigned declares and certifies that the responses to this Statement of Qualifications are complete and accurate; there are no omissions of material fact or information that render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Firm acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact so as to be false or misleading, the District may find the Firm is not qualified and the District can reject the proposal for non-responsiveness or non-responsibility.

Executed this ___ day of _____ 20__ at _____.
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

By: _____
(Signature of Firm's Authorized Officer or Representative)

(Typed or Printed Name)

Title: _____

Appendix B: Reviewed OR Audited Financial Statements

Appendix C: Acknowledgement of Addenda Form

If applicable, the Firm acknowledges receipt of the following addenda from the District pursuant to the Request for Qualifications:

Acknowledgement: Yes or Not Applicable

Addendum No. 1: _____.

Addendum No. 2: _____.

Addendum No. 3: _____.

Addendum No. 4: _____.

Addendum No. 5: _____.

Appendix D: Contractor Licenses, Certifications, etc...

Appendix E: Project Information: Yuba College, Fire Alarm Systems Upgrade

If drawings and other project documents are available, they are located in the following shared folder at this link:

Link:

https://goyccd-my.sharepoint.com/:f:/g/personal/w0398409_yccd_edu/Es-HYUSpiNJPiOB2387BW3YB5bfIAkq-Voa9wF3yFFdHvw?e=YreC1v

Note: If the Drawings for the project are not quite finished at the time of this publication. They will be available as an addendum and published on the following District Purchasing Web Page link per this LINK:

<https://www.yccd.edu/central-services/fiscal-services/purchasing-2/requests-proposals-quotes/>

The End.