



# Request for Qualifications: Prequalification of General Contractors

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## New San Andreas Courthouse

Superior Court of California, County of Calaveras

The Administrative Office of the Courts, Office of Court Construction and Management seeks to prequalify General Contractors seeking to bid on a new courthouse for the Superior Court of California, County of Calaveras.



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

## Request for Qualifications: Prequalification of General Contractors

*Date*  
November 19 2010

*To*  
General Contracting Firms

*From*  
Administrative Office of the Courts,  
Office of Court Construction and Management

*Project Title*  
Prequalification of General Contractors,  
New San Andreas Courthouse  
Solicitation Number: OCCM-2010-29-GS

*Send Prequalification submittals To:*  
Judicial Council of California  
Administrative Office of the Courts  
Attn: Ms. Donna Celevante,  
2860 Gateway Oaks Drive, Suite 400  
Sacramento, CA 95833(indicate RFQ  
number and project name on lower left  
corner of envelopes)

*Contact:*  
[OCCM\\_Solicitations@jud.ca.gov](mailto:OCCM_Solicitations@jud.ca.gov)

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### Schedule of Events

No.	Events	Dates (Calif. Time)
1	Issue RFQ	November 19, 2010 2 P.M.
2	<b>Mandatory</b> Pre-Prequalification submittal Conference 2860 Gateway Oaks Drive, Suite 400 Sacramento, CA 95833	December 2, 2010 2 P.M.
3	Deadline for submission of Proposer's Requests for Clarifications re: the RFQ and non-binding email of Intent to Respond.	December 8, 2010 5:00 P.M.
4	Clarifications, Modifications and/or Answers to Questions posted on the "courtinfo" website: <a href="http://www.courtinfo.ca.gov/reference/rfp/">http://www.courtinfo.ca.gov/reference/rfp/</a> .	December 15, 2010
5	<b>Prequalification submittal Due Date and Time</b>	<b>December 23, 2010 2:00 P.M.</b>
6	Posting of Prequalified Proposers on courtinfo (estimated).	January 14, 2011
7	Intent to Issue for Bids (estimated)	January 27, 2011
8	Intent to open Bids (estimated)	March 15, 2011
9	Intent to Issue Notice to Proceed (estimated)	April 25, 2011

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Attachments:

- A Application for Pre-Qualification of General Contractors
- B Building Information
- C Form of Submission for Questions
- D Payee Data Record
- E OCIP Insurance Manual
- F OCIP Safety Manual

**1.0 Introduction**

This Request for Qualifications (RFQ) is the means for prospective General Contractors to submit their qualifications to the Administrative Office of the Courts (AOC) for the services described in this document. The RFQ and all associated documents and addenda are available in electronic form at <http://www.courtinfo.ca.gov/reference/rfp/>.

The Judicial Council of California, chaired by the Chief Justice of California, is the primary policy making body of the California judicial system. The AOC is the staff agency of the Judicial Council. The Office of Court Construction and Management (OCCM), is the division of the AOC responsible for the planning, design, construction, real estate and asset management of facilities for the Superior and Appellate Courts of California.

**2.0 Purpose of this RFQ**

The AOC seeks to prequalify a pool of General Contractors from which to solicit bids for the construction of the New San Andreas Courthouse. Firms selected as Prequalified will be given the opportunity to submit bids for the construction of the Project as described in Article 3. Subject to the conditions prescribed by the AOC and provided herein, the AOC is hereby soliciting qualifications for furnishing General Contracting Services for the Project. Selection will be made on the basis of qualifications as outlined in this request. The AOC will identify the selected General Contractors in a timely manner and issue bid documents shortly thereafter.

In responding to this RFQ, all Proposers are required to adhere to all of AOC requirements provided herein. All Proposers must hold a type B general contractor license from the State of California.

**3.0 Project Description**

The new Courthouse for the Superior Court of California, Calaveras County, will be situated in San Andreas. Site work includes grading, paving, parking, walkways, site lighting, utilities, mechanical and trash enclosures, and other associated site work. The building consists of four multi-use courtrooms,

along with support spaces, and totals approximately 46,466 square feet. The courthouse will be two stories in height with an under-building secure parking area and a secure corridor that will connect thru a tunnel to the adjacent County jail. The structure is a steel moment frame structural system on spread footings. The project will achieve LEED Silver certification. Please refer to Attachment B for additional project description.

#### **4.0 Responding to this Request for Qualifications**

The AOC has developed the schedule of events with dates showing the key events in this solicitation process. The RFQ and schedule are subject to change, and the AOC does not send notifications of changes to this RFQ or the schedule to prospective Proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Proposers are advised to visit the AOC website (<http://www.courtinfo.ca.gov/reference/rfp/>) frequently to check for changes and updates to the RFQ, including the Schedule. Prospective Proposers must take the following actions according to the specified timelines in order to participate in this process.

- 4.1 Optional: Submit Questions Prior to the Mandatory Pre-Prequalification submittal Conference:  
If your organization wishes to submit questions that will be answered at the Pre-Prequalification submittal Conference, please submit your written questions via email as described below and use Attachment C, Form of Submission for Questions. Pay particular attention to correct identification and citation of areas of the RFQ about which you raise questions. Questions at this stage should address the particulars of the RFQ process and general questions about the overall nature of the Project. Proposers are requested to withhold highly specific questions regarding the Project until after the Pre-Prequalification Submittal Meeting Note: Your firm name will appear when the answers to the questions you have submitted are posted to the AOC website. Posting of answers to this initial set of questions to the AOC website will be made after the Pre-Prequalification submittal Conference.

All questions must be sent as attachments to an e-mail sent to the following e-mail address: "[OCCM Solicitations@jud.ca.gov](mailto:OCCM_Solicitations@jud.ca.gov)" and must include the following in the e-mail subject line: "**GC Prequalification: RFQ Questions + (the name of your organization)**".

- 4.2 Mandatory Pre-Prequalification submittal Conference:

Members of the AOC project team and design consultants will provide an overview of the Project. Questions about the RFQ process and the Project in general will be answered. Although questions will be responded to verbally, the official and binding response will be the written response posted to the AOC website.

- 4.3 Optional: Submit Requests for Clarifications:

If your organization wishes to submit questions prior to submission of a Prequalification submittal, please submit using Attachment C, Form of Submission for Questions, and the process as described in section 4.1 above. Answers to questions will be posted to the Courtinfo website on the page/link of this RFQ.

- 4.4 Optional: Email Intent to Respond:

General Contractors who intend to respond to this solicitation are requested to notify the AOC by sending an email to [OCCM\\_solicitations@jud.ca.gov](mailto:OCCM_solicitations@jud.ca.gov) with the RFQ number and name in the subject line. This is not mandatory but is strongly encouraged, to assist the AOC in managing

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the RFQ process. Please include the name, address, telephone, fax number, and e-mail address of the Contractor (firm) and contact person.

4.5 Preparing and Packaging Your Prequalification submittal:

Prequalification submittals 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 AOC's instructions, selection criteria of this RFQ, and completeness and clarity of content. Organizing prequalification submittals into the tab order suggested below will not only help each proposer achieve the proper emphasis, but will also facilitate review and evaluation. Attachments, except as noted, will not be accepted.

Each Proposer's Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked "Prequalification submittal – (firm name). Project Name, RFQ Number"), submit the following:

- a) one (1) original of the Payee Data Record form completed in the exact legal name of the Proposer's business signed by an authorized representative of the Proposer (Do not bind Payee Data Record form into the SOQ booklets);
- b) one (1) compact disk containing the complete SOQ and Payee Data Record form;
- c) four (4) copies in paper form of the SOQ, which consists of a Cover Letter, completed Application For Pre-Qualification of General Contractors, and Project Approach.

Tab 1. Cover Letter

Provide a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and understood and that the Proposer takes no exception to the materials provided. The cover letter shall be one page maximum and signed by an individual authorized to bind the Proposer contractually. Include in the letter:

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with the AOC (or social security number if the organization is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one business person who is the organization's designated representative,
- The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with the AOC in contractual matters.

Tab 2. Application for Prequalification of General Contractors:

Complete Application form in full, per specific instructions included therein.

Section 1: Part A – General Information  
Part B – Data Required  
Part C – Questions

Section 2: Parts I through VI. The prospective Contractor shall describe its specific responses to the selection criteria, numbered and titled as listed in section. Responses should provide specific information regarding experience, expertise of the key personnel, description of continuous quality improvement process, and capacity to deliver high quality General Contractor construction services for this project, and any other relevant selection criteria information not provided elsewhere in the Application form.

Tab 3. Proposed Approach

Provide a Project Plan for performing the construction activities described in this RFQ. The intent is to demonstrate the firm's clear understanding of the purpose, services, scope, and objectives of this project. The AOC recommends that the Project Plan should deal directly with the issues identified by the AOC as critical to a successful outcome, including but not limited to the following: maintenance of project schedule, coordination with adjacent / concurrent infrastructure improvements and County Jail project, facilitating installation of owner-provided equipment and furniture, LEED and building commissioning activities, and with the requirements of the current SWPPP program.

At a minimum, firms should consider the following:

Provide a construction schedule to show durations of major activities, critical elements and milestones necessary to complete the work. Schedule should specifically address winterizing site/building, AV and Integrated Network systems installation, LEED action plan, commissioning of building systems, and SWPPP requirements for post construction. Provide a site utilization diagram showing construction activities being contained within the property. Provide a plan explaining strategies for addressing site grading and access requirements, site security, CEQA requirements, quality control, anticipation and resolution of issues throughout the project, methodology for coordination and issue tracking, how project objectives will be met, as well as any other information the contractor feels is pertinent. Provide approach to staffing the job, prior experience in assisting an owner with its owner controlled insurance program (see Attachment E), and indicate strategy for outreach to the local subcontracting community, and address means of maintaining all subcontractor performance level and filtering of unjustified change order proposals. It is the AOC's expectation to have the General Contractor provide, at a minimum, a part time Project Executive, one full time Project Manager, one full time Superintendent, two full time Project Engineers, and a dedicated Safety Officer that will be at the Project site or available to the Project site at all times during the course of construction (see Attachment F). The contractor may, at its discretion, supplement with MEP coordinators, QA inspectors, etc. Demonstrate the proposed staff has experience with DSA and SFM agency project experience. The staffing approach should directly relate to personnel identified in the Application Part IV.

This section shall be signed by an authorized representative of the prospective Contractor.

Questions may be submitted to the AOC via e-mail to [occm\\_solicitations@jud.ca.gov](mailto:occm_solicitations@jud.ca.gov) no later than the date identified on page 2 of this RFQ. Please indicate the RFQ number and title in the subject line. Contact with the AOC shall be made only through this email address; telephone calls will not be accepted.

## **6.0 Submitting Your Prequalification submittal**

In order to be considered for award, the AOC requires that statements of qualifications shall be provided, in written form, not later than the time and date indicated in the Schedule of Events on page 2 of the most current version of this RFQ, to the following address:

**Judicial Council of California  
Administrative Office of the Courts  
Attn: Ms. Donna Celevante,  
2860 Gateway Oaks Drive, Suite 400  
Sacramento, CA 95833**

Prequalification submittals are not to be submitted as e-mails. Prequalification submittals may be sent by US mail service certified mail, or overnight delivery carrier, or may be delivered in person. The Proposer assumes all risk of loss regarding any delivery method it chooses to use, and the AOC shall not be held responsible for any failure of any delivery service/method. The Proposer is solely responsible for ensuring delivery no later than the date and time specified. The AOC will return unopened, any prequalification submittal received after the time specified in the most current RFQ Schedule.

## **7.0 Selection Process**

### 7.1 Prequalification submittal Evaluation Process

An evaluation team will evaluate the Prequalification submittal to determine its responsiveness to the AOC's expressed needs, and score them as described below.

#### 7.1.1 Prequalification submittal Evaluation Process:

The Prequalification submittals received will be analyzed and scored by members of an evaluation team. Each member of the evaluation team will assign a point score according to the following grading schedule. Points assigned by the individual team members will then be averaged to determine a Total Quality Points score for each Proposer.

#### Quality Point Scoring Schedule

<u>Demonstrated Experience of the Firm</u> Firm experience as relates to this project as described in the Application.	30 points
<u>Demonstrated Experience and Training of Project Personnel</u> Personnel experience as described in the Application.	30 points
<u>Proposed Approach</u> The proposed Project Plan shall demonstrate the Proposer's approach to this project indicating a clear understanding of the purpose, service, scope, and objectives of this solicitation. Please see 4.5, Tab 3 of this document for more specific criteria.	35 points
<u>Subcontracting</u> Include approach to staffing the job, and strategy for sub-contracting and reaching out to the local subcontractor and vendor community.	5 points

7.1.2 Prequalified Contractors Eligible to Bid the Project:

The final scores will be used to establish the list of prequalified contractors that will be eligible to bid the project.

**8.0 Disabled Veteran Participation Goals**

The State of California requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBE's). The AOC is subject to this participation goal. The AOC will require that the **PREQUALIFIED** Contractors demonstrate DVBE compliance and complete a DVBE Compliance Form when bidding the Project for Construction. If it would be impossible for the selected Contractor to comply, explanation of why and demonstration of written evidence of a "good faith effort" to achieve participation would be required. Information about DVBE resources can be found on the Executive Branch's internal website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

**9.0 Administrative Rules Governing this RFQ Process**

The AOC's Administrative Rules governing the Submission of Prequalification submittals follow. By virtue of submission of a Prequalification submittal, the Proposer agrees to be bound by said Administrative Rules with regards to this RFQ and said Prequalification submittal. Said rules shall in no way act to limit the AOC's right to negotiate additional or different terms if it sees necessary.

The AOC reserves the right to reject any and all Prequalification submittals, in whole or in part, as well as the right to issue similar RFQs in the future. This RFQ is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the prequalification submittal. One copy of a submitted prequalification submittal will be retained for official files and becomes a public record.

The AOC policy is to follow the intent of the California Public Records Act (PRA). If a Contractor's prequalification submittal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of the PRA, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under the PRA, the material will be made available to the public, regardless of the notation or markings. If a Contractor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the PRA, then it should not include such information in its prequalification submittal.

**A. General**

1. This solicitation document, the evaluation of prequalification submittals, and the award of any contract shall conform with current competitive bidding procedures as they relate to the procurement of goods and services.
2. In addition to explaining the Administrative Office of the Courts' (AOC's) requirements, the solicitation document includes instructions which prescribe the format and content of prequalification submittals.



**B. Errors in the solicitation document**

1. If a Contractor submitting a prequalification submittal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the Contractor shall immediately provide the AOC with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the AOC may modify the solicitation document prior to the date fixed for submission of prequalification submittals by issuing an addendum to all Contractors to whom the solicitation document was sent.
2. If prior to the date fixed for submission of prequalification submittals a Contractor submitting a prequalification submittal knows of or should have known of an error in the solicitation document but fails to notify the AOC of the error, the Contractor's prequalification submittal shall be submitted at its own risk, and if the Contractor is prequalified, it shall not be entitled to additional consideration by reason of the error or its later correction.

**C. Questions regarding the solicitation document**

1. If a Contractor's question relates to a proprietary aspect of its prequalification submittal and the question would expose proprietary information if disclosed to competitors, the Contractor may submit the question in writing, conspicuously marking it as "CONFIDENTIAL." With the question, the Contractor must submit a statement explaining why the question is sensitive. If the AOC concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the AOC does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the Contractor will be notified.
2. If a Contractor submitting a prequalification submittal believes that one or more of the solicitation document's requirements is onerous or unfair, the Contractor may submit a written request that the solicitation document be changed. The request must set forth the recommended change and Contractor's reasons for proposing the change. Any such request must be submitted to the AOC by the date and time listed in this RFQ for "Deadline for submission of Proposer's Requests for Clarifications, Modifications or Questions regarding the RFQ".

**D. Addenda**

1. The AOC may modify the solicitation document prior to the date fixed for submission of prequalification submittals by faxing an addendum to the Contractors to whom the solicitation document was sent. If any Contractor determines that an addendum unnecessarily restricts its ability to submit a prequalification submittal, it must notify the AOC no later than one day following the receipt of the addendum.

**E. Withdrawal and resubmission/modification of prequalification submittals**

1. A Contractor is to notify the AOC in writing if they wish to withdraw their prequalification submittal at any time prior to the deadline for submitting. The notice must be signed by the Contractor. The Contractor may thereafter submit a new or modified prequalification submittal, provided that it is received at the AOC no later than the prequalification submittal due date and time listed in this RFQ.

Modifications offered in any other manner, oral or written, will not be considered. Prequalification submittals cannot be changed or withdrawn after the prequalification submittal due date and time listed in this RFQ.

**F. Evaluation process**

1. The evaluation team will review all prequalification submittals that are received to determine compliance with solicitation document requirements.
2. If a prequalification submittal fails to meet a material solicitation document requirement, the prequalification submittal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may cause a prequalification submittal to be rejected.
3. Prequalification submittals that contain false or misleading statements may be rejected if, in the AOC's opinion, the information was intended to mislead the state regarding a requirement of the solicitation document.
4. During the evaluation process, the AOC may require a Contractor's representative to answer questions with regard to the Contractor's prequalification submittal. Failure of a Contractor to demonstrate that the claims made in its prequalification submittal are in fact true may be sufficient cause for deeming a prequalification submittal non-responsive.

**G. Rejection of prequalification submittal**

1. The AOC may reject any or all prequalification submittals and may or may not waive an immaterial deviation or defect in a prequalification submittal. The AOC's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or excuse a Contractor from full compliance with solicitation document specifications. The AOC reserves the right to accept or reject any or all of the items in the prequalification submittal, if it is deemed in the AOC's best interest. Moreover, the AOC reserves the right to make no selection if prequalification submittals are deemed to be against the best interest of the State of California.

**H. Suitability of prequalification submittal**

1. The AOC reserves the right to determine the suitability of prequalification submittals on the basis of a prequalification submittal's meeting administrative requirements, technical requirements, and its assessment of the demonstrated experience of the firm, the demonstrated experience and training of project personnel, and the project approach.

**I. Decision**

1. Questions regarding the AOC's prequalification of contractors on the basis of prequalification submittals submitted in response to this solicitation document, or on any related matter, should be addressed to the individual listed in the Submitting Your Prequalification submittal section of this RFQ, who will forward the matter to the appropriate Contracting Officer.

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**End of RFQ Form**