

**SAN CARLOS SCHOOL DISTRICT  
SUBCONTRACTOR PREQUALIFICATION EVALUATION PROCEDURE**

\_\_\_\_\_, 2016

Name of Subcontractor: \_\_\_\_\_

- 1. Confirm Prequalification Statement Submitted is Responsive** – if the answer to any of the questions is “no,” then the Prequalification Package is nonresponsive. (See Section III.E of Prequalification Information)

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 they are signing?

Yes                      No

- 2. Incomplete, Misleading or Inaccurate Information** – if the answer to any of the questions is “yes,” then reject the Subcontractor.

A. Is the information provided by the Subcontractor is misleading or inaccurate in any material manner?

Yes                      No

B. Is the information contained in the Prequalification Package is not updated under penalty of perjury when it is no longer accurate?

Yes                      No

- 3. Confirm Essential Criteria**

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

Has the Subcontractor held all current, active contractor’s license(s) necessary to perform its work for at least five (5) years and have those license(s) not been suspended or revoked?

Yes                      No

(If no, then Subcontractor is not qualified)

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

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

Yes                      No

(If no, then Subcontractor is not qualified)

c. Disqualification (See Sections C.12. and C.13. of Questionnaire)

Has the Subcontractor 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 pursuant to Labor Code section 1777.1 or section 1777.7.

Yes                      No

(If yes, then Subcontractor is not qualified)

d. Insurance (See Section C.15. of Questionnaire)

Does Subcontractor have liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?

Yes                      No

(If no, then Subcontractor is not qualified)

e. Workers Compensation (See Section C.16. of Questionnaire)

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

Yes                      No

(If no, then Subcontractor is not qualified)

f. Criminal Matters and Related Civil Suits (See Section C.18. and C.19 of Questionnaire)

Has the Subcontractor, or any of its owners or officers, shall not have been convicted of a crime involving the bidding, award or performance of a contract of a government construction project or fraud, theft, or any other action of dishonesty within the past five (5) years?

Yes                      No

(If yes, then Subcontractor is not qualified)

#### **4. Contact References**

The District must contact each of Subcontractor's references from a minimum of three (3) of its most recent K-12 school district projects, unless the Subcontractor has not completed three (3) school district projects, in which case, the District will contact all of the Subcontractor's references for school projects plus the most recent references from other projects so that the District contacts a minimum of three (3) references for Subcontractor.

#### **5. Complete Evaluation Worksheet**

Insert total score from evaluation worksheet

Subcontractor must have 47 out of 110 points or higher to qualify

**Total Points**

#### **6. Appeal Process**

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

- a. Subcontractor shall submit, in writing, within three (3) working days from notification, a request for a written response to the District to explain any aspect of the District's determination.
- b. Within three (3) working days from receipt of the District's written response to the subcontractor's request, subcontractor may submit, in writing, a request for reconsideration by the District's staff. Subcontractor may submit with the request any information that it believes supports a finding that District's determination should be changed.

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

**SAN CARLOS SCHOOL DISTRICT  
SUBCONTRACTOR PREQUALIFICATION EVALUATION REFERENCE FORM**

\_\_\_\_\_, 2016

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

**Section I - General Project Information**

Name of Subcontractor:	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:
General/Prime Contractor:	Name of Contract Person for General/Prime Contractor:
Telephone Number of Contact Person for General/Prime Contractor:	Date and Time of Interview of Contact Person for General/Prime Contractor:

## Section II – Telephone Interview Questions

### 1. Quality of Work

Were there quality-related problems on the project? Were these problems attributable to the Subcontractor? Was the Subcontractor 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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### 2. Performance and Accountability

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

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- b. Subcontractor (Project) Management - Rate the Subcontractor's ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Subcontractor's overall project management). Was the Subcontractor 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 Subcontractor's performance with regard to change orders and extras. Did the Subcontractor unreasonably claim change orders or extras? Were the Subcontractor'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 Subcontractor's working relationships with other parties (i.e. owner, designer, prime contractors, other subcontractors, etc.). Did the Subcontractor 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 Subcontractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Subcontractor 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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### Section III - Numerical Rating

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

Subcontractor'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	3	
b. Supervision; Subcontractor and Project Management	0	1	3	5	
c. Change Orders	0	1	2	3	
d. Working Relationship	0	0	1	2	
e. Paperwork Processing	0	0	1	2	
f. Litigation	0	0	3	5	
<b>Total</b>					
<b>Maximum Possible</b>	-10	3	20	40	

**SAN CARLOS SCHOOL DISTRICT  
SUBCONTRACTOR PREQUALIFICATION EVALUATION WORKSHEET  
\_\_\_\_\_, 2016**

Name of Subcontractor: \_\_\_\_\_

**1. Essential Criteria**

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

**2. References**

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

\_\_\_\_\_ Points

Average Numeric Rating from Evaluation Reference Forms	=	40 Points
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**3. Years in Business Under Current License** (See Section C.6. of Questionnaire)

10 or more years	=	10 Points
5 to 10 years	=	5 Points
0 to 5 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 \$1 million	=	10 Points
3 Completed Projects larger than \$250,000	=	8 Points
3 Completed Projects larger than \$100,000	=	6 Points
3 Completed Projects larger than \$50,000	=	4 Points
3 Completed Projects larger than \$25,000	=	2 Points

**5. Liquidated Damages Per Project** (See Section C.11. of Questionnaire)

0 Incidents	=	10 Points
1 to 9 Incidents	=	5 Points
10 or more Incidents	=	0 Points

\_\_\_\_\_ Points

**6. Non-Compliance with Applicable Laws** (See Sections C.18, 19, 20, 21, 24, 25 and 26 of Questionnaire)

0 Projects	=	10 Points
1 to 9 Projects	=	5 Points
10 or more Projects	=	0 Points

\_\_\_\_\_ Points

**7. Workers Compensation Modifier** (See Section C.23 of Questionnaire)

Less than or equal to 0.85	=	10 Points
More than .85 and less than 1.0	=	5 Points
More than 1.0	=	0 Points

\_\_\_\_\_ Points

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

25% or more than \$250,000	=	10 Points
10% or more than \$250,000	=	5 Points
Less than 10% or \$100,000	=	0 Points

\_\_\_\_\_ Points



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

More than \$250,000	=	10 Points
Equal to \$250,000	=	5 Points
Less than \$250,000	=	0 Points

\_\_\_\_\_ Points

<b>Maximum Points:</b>	<b>= 110</b>
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**TOTAL POINTS**