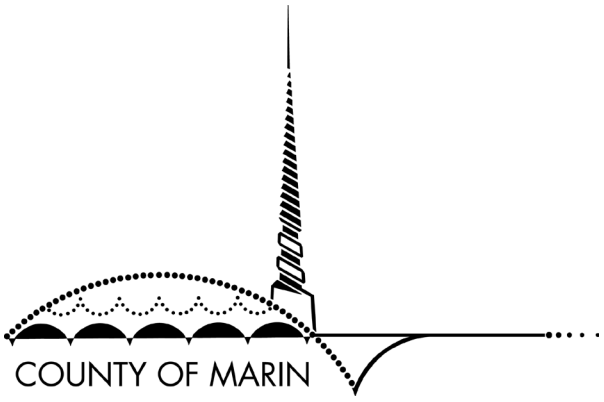
REQUESTS FOR QUALIFICATIONS FOR
GENERAL CONTRACTORS

MARIN COUNTY, CIVIC CENTER CAFETERIA & PATIO RE-ENVISIONING

3501 CIVIC CENTER DRIVE, SAN RAFAEL, CA
PROJECT NO. 41C2515



Issued on November 10. 2026

Completed Questionnaires due:
Wednesday, December 16, 2026
Prior to 4:00 p.m.

Contact:

Cam Isaza
Capital Planning & Project Manager
Department of Public Works
3501 Civic Center Drive, Room 404
San Rafael, CA 94913
(415) 473-7176
Cam.Isaza@marincounty.gov

TABLE OF CONTENTS

NOTICE TO CONTRACTORS 2

I. INTRODUCTION/BACKGROUND 3

II. REQUIREMENTS FOR PRE-QUALIFICATION 4

III. PRE-QUALIFICAITON PROCESS 4

IV. QUALIFICATION REVIEW AND DETERMINATION 5

V. OTHER REQUIREMENTS FOR FUTURE BIDDERS 7

VI. SUBMISSION AND INQUIRIES 7

VII. ATTACHMENTS

1. Request for Pre-Qualification of Bidders
2. General Contractor Pre-Qualification Questionnaire
3. Pre-Qualification Criteria Questions and Scoring

MARIN COUNTY DEPARTMENT OF PUBLIC WORKS
SAN RAFAEL, CALIFORNIA

NOTICE TO CONTRACTORS

INVITING SEALED QUALIFICATIONS

NOTICE IS HEREBY GIVEN that sealed Qualifications will be received by the **Department of Public Works**, **County of Marin, Administration Building, 3501 Civic Center Drive, Room 304, San Rafael, California 94903**, until **December 16, 2026, at 4:00 p.m.** for the MARIN COUNTY, CIVIC CENTER CAFETERIA & PATIO RE-ENVISIONING**,** Project No. 41C2515, for which a **"B"** license will be required.

The County of Marin, Department of Public Works (DPW) seeks responses to a Request for Qualifications (RFQ) from Contractors interested in pre-qualifying to bid on the upcoming contract for the Marin County Civic Center Building Systems Upgrades Project located in San Rafael, California.

DPW seeks Contractors with significant experience in coordination and execution of projects that are substantial in size, involve challenging logistical conditions, involve historic buildings and have aggressive schedules. The scope of work will include the following: minor structural repairs and accessibility upgrades; large-scale mechanical, electrical, refrigeration and plumbing system repairs; modernization of the kitchen and food service facilities; and renovation of the dining area and exterior patio. Comparable project experience must meet the following criteria: successful completion of a new construction or major renovation of a Commercial Kitchen or Commissary; successful completion of at least two Public Works projects; and successful completion of at least one project involving work within a historic structure.

Contractors who are evaluated and deemed pre-qualified to perform work will be eligible to submit a bid. **Contractors who do not submit the pre-qualification information will be disqualified from the bidding process.**

Contractors shall submit and will be evaluated on information with respect to their experience on projects of similar size, scope and complexity. The information shall include general and specific experience, claim and surety history, ability to meet schedule and budget requirements and skills in general management. Resumes of key personnel who will manage and supervise the construction shall be provided in the RFQ response.

Contractors must hold a valid General "B" contractor's license and must provide ability to obtain corporate surety (payment & performance) bonds and insurance in order to be eligible for the pre-qualification (RFQ) evaluation.

The County of Marin at its own discretion may conduct interviews with any or all of the contractors responding to the RFQ to better determine their qualifications to perform work required under the project.

The evaluation of the RFQ is solely for the purpose of determining Contractors who would be deemed qualified to bid for and perform the work outlined in this RFQ.

The County of Marin reserves the right to reject any or all responses to the RFQ and to waive immaterial errors in any response received.

Owner reserves the right after receiving RFQs to reject the prequalification procurement process and instead utilize a different process, including conducting an invitation for bids open to all contractors

I. INTRODUCTION/BACKGROUND

The Marin County Civic Center, located at 3501 Civic Center Drive in San Rafael, California, is one of the most architecturally significant public buildings in the United States. Designed by world-renowned architect Frank Lloyd Wright, it is Wright's last and largest public project and stands as a defining example of his late-career architectural philosophy. The Civic Center is both a National Historic Landmark and a California State Historic Landmark, recognized for its bold integration of architecture, landscape, and civic purpose.

Wright's vision for the Civic Center emphasized openness, transparency in government, and harmony with the surrounding hills. Its long horizontal lines, distinctive blue roof, sculptural domes, and rhythmic arches reflect this stylistic approach. The campus was designed to operate as a unified civic environment, encouraging public engagement and symbolizing the County's commitment to accessible, community-oriented governance.

The complex is composed of three major components constructed in phases. The Administration Building and the Library Wing opened in 1962 and feature the iconic rotunda roof structure. The Hall of Justice followed in 1969, completing the core of Wright's design after his passing. Together, these structures form an architecturally cohesive whole that remains fully operational as the seat of Marin County government.

Over the years, the 7,567-sf cafeteria and adjacent 11,663-sf patio area, located on the top floor of the Hall of Justice, has served as a popular destination for dining, social gathering and respite for County and Court staff, jurors, and Civic Center visitors. As with many areas of the Civic Center, the cafeteria space includes original building systems and infrastructure that need modernization to meet current operational, accessibility, and life-safety standards. Additionally, portions of the facility have experienced deterioration due to age, heavy use, and water intrusion, common challenges experienced within historic structures of this era.

The objective of the Civic Center Cafeteria and Patio Re-envisioning project is to transform the space into a functional, durable, and welcoming environment that serves both staff and the broader public. The project scope of work will include minor structural repairs and accessibility upgrades, large-scale mechanical, electrical, refrigeration and plumbing system repairs, modernization of the kitchen and food service areas, and renovation of the dining area, exterior patio and other support spaces.

Given the building's historic designation, all work must be carefully coordinated to preserve its unique architecture. In addition, the project's setting within an occupied and highly visible public facility will add significant complexity to its implantation.

At this time, the Department of Public Works (DPW) is seeking responses to this Request for Qualifications (RFQ) for General Contractors form GCs interested in bidding on the MARIN COUNTY, CIVIC CENTER CAFETERIA & PATIO RE-ENVISIONING project. The tentative schedule for bid solicitation is Winter 2027, with construction starting in Spring 2027.

The engineer's estimate for the construction work is in excess of **$10,000,000.**

II. REQUIREMENTS FOR PRE-QUALIFICATION

All bidders who wish to submit a bid for the MARIN COUNTY, CIVIC CENTER CAFETERIA & PATIO RE-ENVISIONING project must be pre-qualified. To pre-qualify, contractors are required to fully complete and submit the pre-qualification questionnaire, provide all other materials requested herein, and meet all the requirement listed to receive approval to be on the final qualified Bidders list. No bid will be accepted from any Contractor that has failed to complete the pre-qualification process.

At this time, the County of Marin seeks to pre-qualify General Contractors for bidding on the upcoming MARIN COUNTY, CIVIC CENTER CAFETERIA & PATIO REENVISIONING project. Marin will use the attached Pre-Qualification Questionnaire as the basis of rating Contractors on their quality, fitness, capacity and experience needed to satisfactorily perform the proposed work. The criteria used to establish Contractor qualifications are detailed below.

A. Contractor must complete the attached General Contractor Pre-Qualification Questionnaire Sections A thru D. To be deemed qualified, the Contractor must:

    1. Satisfy the essential requirements by answering YES to questions 1-6 and NO to questions 7-13 in Section C; and

    2. Secure a maximum score of 35 on questions 1-21 in Section D. Refer to RFQ section IV and Attachment 3 for the scoring process.

B. Contractor must complete the attached General Contractor Pre-Qualification Questionnaire Section E form(s). To be deemed qualified, the Contractor must provide project references that demonstrate they have completed projects that meet all the following experience criteria:

    1. In the past 5 years, Contractor has successfully completed two (2) Public Works projects on which the Contractor acted as the Prime Contractor and the construction budget was >$4,000,000.

    2. In the past 5 years, Contractor has successfully completed one (1) Commercial Kitchen/Commissary renovation or new construction project where the Contractor acted as the Prime Contractor and the construction budget attributed to the work specific to the kitchen/commissary was >$2,000,000.

    3. In the past 10 years, Contractor has successfully completed one (1) project involving the repair or renovation of a historic structure where the Contractor acted as the Prime Contractor and the construction budget attributed to the work specific to the historic structure was >$2,000,000.

III. PRE-QUALIFICATION PROCESS

Package Issuance Timeline: Starting November 9, 2026, RFQ packages will be available from the Department of Public Works. The RFQ package will also be available for download from the County's website at: https://www.marincounty.gov/contracting-opportunities

Orientation Conference: The County is currently **not** planning to hold an orientation conference; however, we reserve the right to schedule a mandatory orientation conference based on feedback from General Contractors during the pre-qualification period.

Submission Location: Contractors shall submit three (3) copies of their RFQ responses before 4:00 p.m. on Wednesday, December 16, 2026 to the County of Marin, Department of Public Works, 3501 Civic Center Drive, Room 304, San Rafael, CA, 94903. Please submit packages unstapled and clipped and three-hole punched. Submissions must be received in hardcopy. No e-mailed submissions will be accepted.

Requests for Information/Questions: Questions or clarifications regarding the pre-qualification forms must be submitted in writing no later than 4:00 pm on Wednesday, December 7, 2026 by e-mail to Cam Isaza at Cam.Isaza@marincounty.gov.

Application Submittal and Due Date: 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 General Contractor on whose behalf that person is signing.

No pre-qualification documents will be accepted after 4:00 pm on Wednesday, December 16, 2026. The County of Marin reserves the right to extend the date for pre-qualification packages and/or request, receive, and evaluate supplemental information after the above time and date at its sole determination. The County of Marin reserves the right to waive minor irregularities and omissions in the information contained in the pre-qualification application submitted, to make all final determinations.

Incomplete or Late Submittals: The County of Marin may refuse to grant pre-qualification where the requested information and materials are not provided or not provided by the last date to submit the questionnaire noted above. There is no appeal from a refusal for an incomplete or late application. The closing time to accept RFQs will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Determination of Pre-Qualification: The Contractor Qualification Questionnaire must be completed and submitted, along with supplemental information as required. Failure to do so will render the application incomplete. Contractors may be deemed not qualified for inaccurate, incorrect, misleading or false information. The review, evaluation, and score for each General Contractor's application will be performed by parties approved by the County of Marin, this may change based on the scope of work. The scoring will be based on the following objective and quantitative evaluation criteria.

IV. QUALIFICATIONS REVIEW and DETERMINATION

To pre-qualify, a Contractor must submit a completed pre-qualification questionnaire with their RFQ response. A Contractor will have been deemed to be *responsible* if their responses to all questions in Sections C and D do not raise any concerns, and *experienced* if the references submitted in Section E meet the minimum experience requirements established in II. Requirements for Prequalification. A Contractor must be deemed both responsible and experienced to be pre-qualified.

A Contractor's responses to the questionnaire will be reviewed and scored to determine if they meet

the threshold to be pre-qualified. If additional scrutiny is required, the County may request supporting documentation to determine whether the Contractor will be deemed responsible. The process for evaluation and numerical scoring system is explained below.

A. SECTION C. ESSENTIAL CRITERIA QUESTIONS

Contractor is immediately disqualified if:

1. Any answer to questions 1 through 6 is "NO"
2. Any answer to questions 7 through 13 is "YES"

If the Contractor is not immediately disqualified based on its answers to the questions in Section C, the awarding body may assume that the Contractor has passed this section. However, the awarding body may require additional information be submitted to verify the accuracy of the responses provided on the Questionnaire.

B. SECTION D. PRE-QUALIFICATION CRITERIA QUESTIONS

Contractors are required to answer questions 1 through 21 and will be required to provide additional information to the County for any questions where the answer is not "0". If the answer to any of questions 1 through 21 is not "0", additional scrutiny is required, and the awarding body will analyze the issues using the following two factors:

1. Whether the incident was a good faith mistake and, if so, the error was promptly and voluntarily corrected when brought to the attention of the Contractor or Subcontractor.

   AND

2. Whether the Contractor or Subcontractor has a prior history, or several incidents of the issue are reported.

The County will review the additional documents to calculate a final score between 1 and 5 using the above criteria for each question. Certain questions in Section D will be weighted two times as much as others based on the severity of the actions and level of a Contractor's control over those actions. Certain questions are given additional weight because they involve significant concerns as to whether a Contractor should be pre-qualified. Refer to Pre-Qualification Criteria, Questions and Scoring, Attachment #3, for more information on the scoring process and thresholds for pre-qualification.

C. SECTION E. PROJECT REFERENCES

To pre-qualify, a Contractor must submit a package of completed E. Project Reference forms as part of their RFQ response. A Contractor will have been deemed to be sufficiently *experienced* if the submitted forms confirm that the Contractor has successfully completed the projects needed to satisfy the minimum experience requirements established in section II. Requirements for Prequalification. *Make copies of the Form as needed.*

In order to evaluate the Contractor's ability to deliver the project, the County may conduct reasonable investigations and reference checks to confirm the information submitted is complete and accurate.

Appeals Process: Upon conclusion of the prequalification process, the County will provide the Contractor with a written notice of the County's Qualification Determination, which will set forth the basis for the prospective bidder's disqualification and any supporting evidence that has been received from others or adduced as a result of the County's investigation.

If the County determines that a Contractor is not prequalified, the Contractor may appeal the County's determination. The Contractor may file an appeal by delivering a written Request for Appeal letter to the Department of Public Works no later than five (5) business days from the date of the County's Prequalification Determination notification to the Contractor. The appeal must be received at the **County of Marin, Department of Public Works, 3501 Civic Center Drive, Room 304, San Rafael CA 94903** by 4:00pm on the fifth day. The Contractor's Failure to file a timely appeal of the County's Prequalification Determination constitutes the Contractor's waiver of any and all rights the Contractor has to challenge the decision of the County, whether by administrative process, judicial process or any other legal process or proceeding.

Providing Contractor has appealed in a timely manner, the County will schedule an informal hearing with the Contractor and Reviewing Officer. The informal hearing will take place within (10) business days of the County's receipt of the Contractor's timely appeal. At the hearing, the Contractor will present any evidence used as a basis of determining the Contractor to be not qualified; the Contractor will then be given the opportunity to rebut any evidence used as a basis for the County's prequalification determination and to present evidence as to why the Contractor should be determined prequalified. This informal hearing is not subject to the rules of evidence. Within five (5) business days after the conclusion of the informal hearing, the Reviewing Officer will provide a written decision to the Contractor. The Reviewing Officer has discretion to extend the time for a written decision. The Reviewing Officer's decision is final.

If the Contractor chooses not to avail itself of this appeal process, the proposed prequalification determination will be adopted without further proceedings.

V. OTHER REQUIREMENTS FOR FUTURE BIDDERS

Bids will be accepted only from pre-qualified Contractors. Pre-qualified Contractors will be notified in advance of the opening of the bidding period, and a pre-bid conference will be held after the bid documents are distributed.

A Contractor wishing to be pre-qualified should be aware that if they are the successful low bidder, they must comply with all bid conditions including, but not limited to:

A. Furnishing satisfactory corporate surety payment and performance bonds, in a sum not less than 100 percent of the amount of the contract.

B. Furnishing and maintaining required insurance.

VI. SUBMISSION and INQUIRIES

RFQ Responders should prepare and submit three (3) copies of the following documents.

A. The fully completed **General Contractor Prequalification Questionnaire.** See Attachment #2.

1. If additional explanation or supporting documentation is required and there is not enough space on the form, please attach additional sheets and reference the attachment in the questionnaire.
2. Submit a completed E. Project Reference form for **each** qualifying project need to demonstrate that the proposer meets all the minimum experience requirements established in section II. Requirements for Prequalification. *Make copies of the form as needed*.

Submissions shall be printed on 8.5x11 paper, three-hole punched, clipped into three (3) collated sets, and mailed or delivered to the following address:

County of Marin
Department of Public Works
3501 Civic Center Drive, Room 304
San Rafael, CA, 94903

Attention: Cam Isaza, Project Manager
Re: MARIN COUNTY CIVIC CENTER CAFETERIA & PATIO RE-ENVISIONING

RFQ Responses must be received via mail or delivery by **4:00 PM** on **December 16, 2026**.

Responses received after this date and time are subject to rejection. Unsigned proposals will be considered nonresponsive and rejected.

Any questions related to this RFQ shall be submitted in writing to the attention of the Project Manager at the email noted below. Questions will be accepted up until **4:00 PM** on **December 7, 2026**. No oral question or inquiry about this RFQ shall be accepted.

Cam Isaza, Capital Project Manager (CPM) Cam.Isaza@marincounty.gov

Addenda to this RFQ, if issued, will be posted on the COUNTY OF MARIN website at:

https://www.marincounty.gov/contracting-opportunities

It shall be the Contractor's responsibility to check the COUNTY OF MARIN website to obtain any addenda that may be issued.

VII. ATTACHMENTS

1. Request for Pre-Qualification of Bidders
2. General Contractor Pre-Qualification Questionnaire
3. Pre-Qualification Criteria, Questions and Scoring

MARIN COUNTY CIVIC CENTER CAFETERIA AND PATIO RE-ENVISIONING
REQUEST FOR PRE-QUALIFICATION OF BIDDERS

Notice is hereby given that County of Marin has determined that all bidders on the MARIN COUNTY CIVIC CENTER CAFETERIA AND PATIO RE-ENVISIONING project to be undertaken by the County of Marin must be pre-qualified prior to submitting a bid on that project. It is mandatory that all Contractors who intend to submit a bid, fully complete the pre-qualification questionnaire, provide all materials requested herein, and be approved by County of Marin to be on the final qualified Bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid. The last date to submit a fully completed questionnaire is **December 16, 2026, at 4:00 PM. Contractors are encouraged to submit pre-qualification packages as soon as possible, so that they may be notified of omissions of information to be remedied or of their pre-qualification status well in advance of the bid advertisement for this project.**

Answers to questions contained in the attached questionnaire, information about current bonding capacity, notarized statement from surety, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required. County of Marin will use these documents as the basis of rating Contractors in respect to the size and scope of contracts upon which each Contractor is qualified to bid. County of Marin reserves the right to check other sources available. County of Marin decision will be based on objective evaluation criteria.

County of Marin reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification rating.

While it is the intent of the pre-qualification questionnaire and documents required therewith to assist County of Marin in determining bidder responsibility prior to bid and to aid County of Marin in selecting the lowest responsible bidder, neither the fact of pre-qualification, nor any pre-qualification rating, will preclude County of Marin from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The pre-qualification packages should be submitted under seal and marked “CONFIDENTIAL” to Marin County, Department of Public Works, 3501 Civic Center Drive, Room 304, San Rafael, Ca 94913.

The pre-qualification packages (questionnaire answers and financial statements) 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. However, the contents may be disclosed

to third parties for purpose of verification, or investigation of substantial allegations, or in the 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 County of Marin and provide updated accurate information in writing, under penalty of perjury.

County of Marin 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 specific future public works project.

Contractors may submit pre-qualification packages during regular working hours on any day that the offices of County of Marin are open. Contractors who submit a complete pre-qualification package will be notified of their qualification status no later than ten business days after submission of the information.

County of Marin may refuse to grant pre-qualification where the requested information and materials are not provided, or not provided by **December 16, 2026 at 4:00 pm** . There is no appeal from a refusal for an incomplete or late application, but re-application for a later project is permitted. The closing time for submissions will not be changed in order to accommodate supplementation of incomplete submissions, or late submissions.

Where a timely and completed application results in a rating below that necessary to pre-qualify, an appeal can be made. An appeal is begun by the Contractor delivering notice to County of Marin of its appeal of the decision with respect to its pre-qualification rating, no later than ten business days prior to the closing time for the receipt of bids for this public works project. Without a timely appeal, the Contractor waives any and all rights to challenge the decision of County of Marin, 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 five business days after County of Marin receipt of the notice of appeal, and no later than five business days prior to the last date for the receipt of bids on the project. The hearing shall be an informal process conducted by a panel to which the County of Marin 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 County of Marin pre-qualification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the rating. Within one day after the conclusion of the hearing, the Appeals Panel will render its decision. It is the intention of County of Marin that the date for the submission and opening of bids 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 County of Marin, or on all contracts to be let by County of Marin until the contractor meets County of Marin requirements. In addition, a contractor may be found not pre-qualified for either:

(1) Omission of requested information or

(2) Falsification of information

* * * * *

NOTICE: To contractors who are using subcontractors for this job, please be advised that County of Marin **may** require, as to subcontractors, is/are of the following:

☒ The qualification of subcontractors in the following crafts or trades, following acceptance of your bid, but before the award is made: **Custom Millwork**

☐ Pre-qualification of all subcontractors.

☐ Pre-qualification of subcontractors in certain crafts:

☐ Post-bid qualification review.

GENERAL CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

A. CONTRACTOR INFORMATION

(All Questions Must Be Answered)

Firm Name (as it appears on CSLB license): _____

Firm Type (Select one): ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Contact Person/Title: _____
(List Owner(s) if Firm is a Sole Proprietorship or Partnership)

Local Address (P.O. Box is not acceptable):

Address 1: _____
Address 2: _____
City _____
Zip: _____
Office Telephone: _____
Contact Mobile: _____
Fax Number: _____
E-mail Address: _____

List all California construction or other professional license numbers, classifications and expiration dates held by your firm:

License Number	Classification	Expiration Date

List your firm's DIR Public Works Contractor (PWCR) Registration Number(s):

PWCR Number	Entity Name	Expiration Date

If any of your firm's license(s) are held in the name of a corporation, limited liability company, or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

License Number	Qualifying Individual	Expiration Date

B. CURRENT ORGANIZATION AND STRUCTURE

Complete the section below for the appropriate type of firm:

For Firms That Are Corporations:

1a. Date incorporated: _____

1b. Under the laws of what state: _____

1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation's stock:

Name	Position	Years with Firm	% Ownership

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm

For Firms That Are Limited Liability Companies (LLC):

1a. Date Article of Organization filed: _____

1b. Under the laws of what state: _____

1c. Provide all the following information for all members of the LLC:

Name	Position	Years with Firm	% Ownership

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm

For Firms That Are Partnerships:

1a. Date incorporated: _____

1b. Under the laws of what state: _____

1c. Provide all the following information for each partner who owns ten percent or more of the firm.

Name	Position	Years with Firm	% Ownership

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm

For Firms That Are Sole Proprietorships:

1a. Date of commencement of business _____

1b. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years. **NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm

For Firms That Intend to Make a Bid as Part of a Joint Venture:

1a. Date of commencement of joint venture: _____

1b. Provide all the following information for each firm that is a member of the joint venture that expects to bid on one or moreprojects

Name of Construction Firm	% Ownership

Note: Explain on a separate sheet. Provide all other pertinent information required in the sections above, for each Corporation, LLC, Partnership, or Sole-Proprietorship that is a part of the Joint Venture.

FOR ALL FIRMS:

2. At any time during the past five years, has your firm shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other construction firm? (If yes, identify and explain below.)

Construction Firm	Description of Sharing Agreement	Location of Facilities

3. State your firm's gross revenues for each of the last three fiscal years:
   Current year ($): _____
   Previous year ($): _____
   Year prior to previous year ($): _____

4. How many years has your firm been in business in California as a contractor under your present business name and license number? _____

5. Bonding Capacity – Provide documentation from your surety identifying the following:
   Name of Bonding Company/Surety: _____
   Name of Surety Agent: _____
   Address: _____
   Telephone number: _____

6. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one percent, if you wish to doso.

_____

_____

_____

_____

7. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates on which they were issued:

Name	Address	Date

8. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? _____

9. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:
   Current year rate: _____
   Previous year rate: _____
   Year prior to previous year rate: _____

10. Does your firm regularly utilize a third party consultant to review labor compliance documents of subcontractors on a public works project? ☐ Yes ☐ No

11. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to employ on any public works project awarded by [*Public Entity*].

Name	Address	Phone

12. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you have requested and/or employed apprentices in the past three years.

Name	Address	Phone

13. If your firm operates its own State-approved apprenticeship program:
    (a) Identify the craft or crafts in which your firm provided apprenticeship training in the past year;
    (b) State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s);
    (c) For each craft, list the number apprentices employed by your firm and the number of individuals that completed apprenticeships while employed by your firm during the last three years.

Craft	Year	No. Apprentices	No. Completed

14. Has your firm changed names or license number in the past five years? ☐ Yes ☐ No
(If yes, explain on a separate sheet, including the reason for the change.)

15. Has there been any change in ownership of your firm at any time during the last five years? ☐ Yes ☐ No
(If yes, explain on a separate sheet.)
NOTE: A corporation whose shares are publicly traded is NOT required to answer this question.

16. Is your firm a subsidiary, parent, holding company or affiliate ofanother construction firm? ☐ Yes ☐ No
(If yes, explain on a separate sheet.)
NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.

17. Has any owner, partner and/or officer of your firm operated or been connected to a construction firm under any other name in the last five years not listed in Section A or Section B above at any time in the past five years? ☐ Yes ☐ No

(If yes, provide the person's name, construction firm name, and dates ofparticipation.)

Name	Construction Firm	Dates of Participation

C. ESSENTIAL CRITERIA QUESTIONS

Circle Answer

1. Does your firm possess a valid and current California Contractor's or other professional license as required by law for the project or projects for which it intends to submit a bid? Yes ◯ No ◯

2. Is your firm registered with DIR as a Public Works Contractor for the current fiscal year? Yes ◯ No ◯

3. Does your firm have a liability insurance policy with a policy limit of at least $1,000,000 per occurrence and $2,000,000 aggregate? Yes ◯ No ◯

4. Does your firm have current workers' compensation insurance policy as required by the Labor Code or is your firm legally self-insured pursuant to Labor Code section 3700 et. seq.? Yes ◯ No ◯

5. Have you attached your firm's latest copy of reviewed or audited financial statements with accompanying notes and supplemental information? * Yes ◯ No ◯

   NOTE: Financial statements that are not either reviewed or audited are not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statements.

6. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California, which states that: (a) your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or valid for a year if you are seeking pre-qualification valid for a year; and (b) your current available bonding capacity? ** Yes ◯ No ◯

   NOTE: Notarized statement must be from the surety company, not an agent or broker.

7. Has your contractor's or other professional license been revoked at any time in the last five years? Yes ◯ No ◯

8. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was in default and/or terminated by the project owner within the last five years? Yes ◯ No ◯

Circle Answer

9. Is your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B, ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to Labor Code section 1777.1, Labor Code section 1777.7, or any other federal, state, county, municipal or other local law providing for the debarment of contractors from public works? Yes ◯ No ◯

10. Has your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B been convicted of a crime involving the awarding of a contract of a government construction project, the bidding or performance of a government contract, antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty? Yes ◯ No ◯

11. Is your firm currently the debtor in a bankruptcy case? Yes ◯ No ◯

(If yes, attach a copy of the bankruptcy petition showing the case number and date on which the petition was filed.)

12. Has your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B ever been terminated from a public works contract, including but not limited to termination based on any misconduct, such as failure to comply with contractual, statutory, or other legal obligations from any public construction project? Yes ◯ No ◯

13. Does your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B currently have any delinquent liability to an employee, the state, or any awarding body for any assessment of back wages or related damages, interest, fines or penalties pursuant to any final judgment, order, or determination by any court or any federal, state, or local administrative agency, including a confirmed arbitration award? Yes ◯ No ◯

* Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is "no more than 25 percent of the qualifying amount provided in section 14837(d)(1)." As of January 1, 2001, the qualifying amount is $10 million, and 25 percent of that amount, therefore, is $2.5 million.

** An additional notarized statement from the surety may be requested by [*Public Entity*] at the time of submission of a bid, if this pre-qualification questionnaire is submitted more than 60 days prior to submission of the bid.

D. PRE-QUALIFICATION CRITERIA QUESTIONS

Prior History

Circle Answer

1. How many times has your firm, or any of its officers, supervisors, or managers, declared bankruptcy at any time during the last five years?

   0 1 2 3 4 5+

   (This question refers only to a bankruptcy action that was not described in your answer to Question 11 in Section C. If yes, attach a copy of the bankruptcy petition showing the case number and the date on which the petition was filed, a copy of the Bankruptcy Court's discharge order or any other document that concluded the case if no discharge order was issued.)

2. How many times has your firm, or any of its officers, supervisors, or managers, had an injunction, judgment, order, or lien entered against it for outstanding taxes assessed or fines, penalties and/or unpaid employee wages at any time in the last five years?

   0 1 2 3 4 5+

   (Explain on a separate sheet. Provide details, including the name of the government agency, caption, date, case or docket number, and disposition. Be sure to note any judgments or liens that have not been fully satisfied.)

3. How many times in the past five years, has your firm, or any of its officers, supervisors, or managers, been a party in any civil litigation or administrative proceeding alleging violation of any of the following: contract antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty?

   0 1 2 3 4 5+

   (Explain on a separate sheet. Provide details including the nature of the claims and defenses, caption, date, case or docket number, name of the court or agency before which the case is pending or which it was heard, and current status.)

4. How many times in the past five years, has your firm, or any of its officers, supervisors, or managers, been a party in any civil litigation or administrative proceeding alleging a violation by a subcontractor hired by your firm of any of the following: contract antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty?

   0 1 2 3 4 5+

   (Explain on a separate sheet. Provide details including the nature of the claims and defenses, caption, date, case or docket number, name of the court or agency before which the case is pending or which it was heard, and current status.)

Circle Answer

5. How many times in the past five years, has your firm, or any of its officers, supervisors, or managers, paid any amount, fine or otherwise, regardless of characterization, to settle any of the allegations listed in Questions 3 and 4 above, whether with or without an admission of responsibility or liability?

0 1 2 3 4 5+

(Explain on a separate sheet. Provide details, including the caption, date, case or docket number, and name of the court or agency before which the case was brought.)

6. How many times has your firm, or any of its officers, supervisors, or managers, been debarred, suspended, disqualified, denied a classification rating or pre-qualification or otherwise been declared not responsible to or prevented from bidding or performing work on any public works contract or subcontract in the last five years?

0 1 2 3 4 5+

(Explain on a separate sheet. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, name of the person within your firm who was associated with that company, date, owner of the project, project name and information, basis for the action, and case or docket number.)

7. How many times in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify all such projects by owner, owner's address, date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.)

8. How many times during the past five years, 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 a construction project, either public or private?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify the amount of each such claim, name and telephone number of the claimant, date of claim, grounds for claim, present status of claim, date of resolution of such claim if resolved, method by which claim was resolved if resolved, nature of resolution and amount, if any, at which claim was resolved.)

9. How many times in the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for your firm?

0 1 2 3 4 5+

(Explain on a separate sheet. Name the insurance carrier, form of insurance, and year of refusal.)

10. How many times during the last five years, has your firmbeen denied bond coverage by a surety company, or has there been a period of time when your firm had no surety bond in place during a public works construction project when one was required?

0 1 2 3 4 5+

(Explain on a separate sheet. Indicate the date when your firm was denied coverage, name of the company or companies which denied coverage, and the time period during which you had no surety bond in place.)

Criminal Matters and Civil Suits

Circle Answer

11. How many times has your firm, or any of its officers, supervisors, or managers, ever been convicted of a crime involving any federal, state, or local law related to construction?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify who was involved, name of the public agency, date of conviction, and grounds for conviction.)

12. How many times has your firm, or any of its officers, supervisors, or managers, ever been found liable in a civil suit or convicted of a federal or state crime of fraud, theft, or involving any other act ofdishonesty, such as making any false claim or material misrepresentations?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify the person or persons convicted or found liable, court [the county if a state court, the district or location if federal court], year, and conduct involved.)

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes involving amounts of less than $50,000.

13. How many times in the last five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim [e.g. "pending" or, if resolved, a brief description of the resolution].)

14. How many times in thelast five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify the claim(s) by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim [e.g. "pending" or if resolved, a brief description of the resolution].)

Occupational Health and Safety Compliance

Circle Answer

15. How many times in the last five years has CalOSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violation(s) or the federal Occupational Safety and Health Administration cited and assessed penalties against your firm for violation(s) of safety or health regulations?

0 1 2 3 4 5+

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

16. How many times in the last five years has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor?

0 1 2 3 4 5+

(Explain on a separate sheet describing each citation.)

NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.

17. How many times within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

0 1 2 3 4 5+

(Explain the reason for each absence of workers' compensation insurance on a separate sheet. If "None," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

Prevailing Wage and Apprenticeship Compliance

18. How many times during the last five years, has your firm been required to pay back wages and/or penalties related to **state or federal** prevailing wage laws for work performed by **your firm**?

0 1 2 3 4 5+

(Explain on a separate sheet. Describe the nature of each violation and identify the name of the project, date of its completion, public agency for which it was constructed, number of employees underpaid, and amount(s) of back wages and penalties your firm was required to pay.)
NOTE: Question 18 refers only to the violation of prevailing wage laws by your firm, not to violations by a subcontractor.

Circle Answer

19. How many times during the last five years, has your firm or any subcontractors hired by your firm been required to pay back wages and/or penalties related to **state or federal** prevailing wage laws for work performed by a **subcontractor**?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify the subcontractor's business name and CSLB license number, describe the nature of each violation, and identify the name of the project, date of its completion, public agency for which it was constructed, number of employees underpaid, and amount(s) of back wages and penalties your firm was required to pay.)

NOTE: This question refers only to the violation of prevailing wage laws by subcontractors, not to violations by your firm.

20. How many times during the last five years, has your firm paid any penalties related to any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works projects, including Labor Code sections 1777.5 and 1777.7?

0 1 2 3 4 5+

(Explain on a separate sheet. Provide the date(s) of such findings, case number(s), and attach copies of the Department's final decision(s).)

21. How many times during the last five years, has any subcontractor hired by your firm paid any penalties related to any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works projects, including Labor Code sections 1777.5 and 1777.7?

0 1 2 3 4 5+

(Explain on a separate sheet. Provide the date(s) of such findings, case number(s), and attach copies of the Department's final decision(s).)



NOTE: Omissions, misrepresentations and any failure to disclose associations with other firms or any prior history of alleged violations may lead to loss of your eligibility to register as a Public Works Contractor, disqualification of bids, and/or grounds for termination of a contract.



E. PROJECT REFERENCES

Provide information about projects the firm has completed in the last 10 years that meet one or more of the criteria listed below. Make additional copies of this form as needed. Names and references must be current and verifiable.

☐ Acted as the Prime Contractor

CRITERIA: Check all that apply.

☐ Public Works Project valued >$4,000,000 completed within the prior 5 years

☐ Commercial Kitchen/Commissary Project valued >$2,000,000 completed within the prior 5 years

☐ Historic Sturucture Project valued >$2,000,000 completed within the prior 10 years

Location: _____

Owner: _____

Owner Contact (name and current phone number): _____

Architect or Engineering Firm: _____

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

Construction Manager (name and current phone number): _____

Inspector of Record (name and current phone number): _____

Description of Project, Scope of Work Performed:

_____

_____

_____

_____

_____

_____

Total Value of Construction
(including change orders): _____

Date Construction Commenced: _____

Original Contractual Completion Deadline: _____

Adjusted Completion Deadline Based on
Time Extensions Granted by Owner: _____

Actual Date of Completion: _____

General Contractor's Project Manager (lead contact in office), if applicable:

_____

General Contractor's Superintendent (lead contact on project site), if applicable:

_____

F. CERTIFICATION

Questionnaires submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of each officer signing on behalf of a corporation shall be furnished.

Questionnaires submitted by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature.

Each person signing below makes the following representations under penalty of perjury:

The submitter of the foregoing answers to the questionnaire has read the same and the matters stated therein are true to the best of his or her own personal knowledge. This information is provided for the purpose of qualifying to bid on the Project, and any individual, company or other agency named herein is hereby authorized to supply the awarding body with any information necessary to verify the prospective bidder's statements. By signing below, the submitter and the named contractor hereby grant permission to the County of Marin to contact any or all of the above listed persons or entities to confirm facts or otherwise investigate the above facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from bidding on the Project. The submitter whose signature appears below represents and warrants that he or she has authority to bind the named contractor.

I,_____(Name), the undersigned, am the _____ (Title), with the authority to act for and on behalf of _____ (Contractor Entity Name), declare under penalty of perjury under the laws of the State of California that the foregoing information provided in this Pre-qualification Questionnaire is true, full, and correct.

I understand that making a false statement may result in disqualification from bidding on any public works project, registering as a Public Works Contractor with the Department of Industrial Relations, and may be grounds for termination of a public works contract.

Executed on this:_____ day of _____ at _____.
(Date) (Month / Year) (City / State)

Name of Contractor Representative: _____

Signature of Contractor Representative: _____

PRE-QUALIFICATION CRITERIA QUESTIONS AND SCORING

Question Number	Factor #1 - Points	Factor #2 - Points	Multiplying Factor	Total Points
1			x2	0
2			x2	0
3			x2	0
4			x1	0
5			x2	0
6			x2	0
7			1	0
8			x2	0
9			x1	0
10			x2	0
11			x2	0
12			x2	0
13			x1	0
14			x1	0
15			x2	0
16			x2	0
17			x2	0
18			x2	0
19			x1	0
20			x2	0
21			x1	0
Total	0	0		0

Factor #1: Whether the incident was a good faith mistake and, if so, the error was promptly and voluntarily corrected when brought to the attention of the Contractor or Subcontractor.

Factor #2: Whether the Contractor or Subcontractor has a prior history or several incidents are reported.

Questions Type:

14 Red Flag Questions (x2)
7 Non-Red Flag Questions (x1)

Notes: The Awarding body will review additional documents provided by the Contractor, in response to the questions in Section D, to calculate a final score using the 2 factors listed above. A score on a scale of 1 to 5 is assigned to each factor.

Factor #1: A score of 1 is assigned where the incident is clearly the result of a good-faith mistake, and a score of 5 is assigned where the incident is clearly an overtly willful action for which the Contractor is culpable.

Factor #2: A score of 1 is assigned where only a single incident exists, and a score of 5 is assigned where five or more incidents of that kind are reported.

A contractor is PRE-QUALIFIED if the total score above is: 35 points or LESS.
A contractor is DISQUALIFIED if the total score above is: GREATER THAN 35 points.