

**REQUEST FOR QUALIFICATIONS
DEVELOPER FOR LEASE-LEASEBACK PROJECT
RFQ # 2015-01**

OVERVIEW AND SUBMISSION GUIDELINES

The Ross Valley School District ("District") invites responses from qualified firms, partnerships, corporations, associations, persons, or professional organizations ("Builders") to enter into agreements with the District to construct improvements at a District site, as described in **Exhibit A** hereto ("Project"), pursuant to the lease leaseback structure (Education Code section 17406, et seq.) and to lease back "turnkey" Project to the District.

At this time the District is requesting only qualifications from Builders interested in being considered for the Project. A pool of qualified Builders may be selected for future consideration to provide services for future projects.

Interested Builders are invited to submit their qualifications as described below. Respondents to this Request for Qualifications ("RFQ") should mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy, in Microsoft Office or PDF file format delivered on compact disc or flash drive, of their Statement of Qualifications ("SOQ" or "Submittal"), as further described herein, to:

**MIDGE HOFFMAN
CHIEF BUSINESS OFFICIAL
ROSS VALLEY SCHOOL DISTRICT
110 SHAW DRIVE
SAN ANSELMO, CA 94960
TELEPHONE: (415) 451-4075**

Questions regarding this RFQ may be directed by telephone call or email to Midge Hoffman, Chief Business Official at (415) 451-4075 or mhoffman@rossvalleyschools.org, on or before **January 8, 2015 at 4:00 p.m.** Contacting any other person without prior express permission from Ms. Hoffman will result in immediate disqualification.

Answers will be posted on the District's website by 5:00 p.m. on December 22, 2014.

Each SOQ must conform and be responsive to the requirements set forth in this RFQ.

Pursuant to the California Public Contract Code section 20111.6, all Builders responding to this SOQ must be prequalified as part of this RFQ.

- Builder's submittal shall include a Prequalification Package on the forms provided by the District as part of the RFQ.
- To prequalify, a Builder is required, in addition to other criteria, to possess an applicable State of California Contractor License, which must remain active and in good standing throughout the term of the District project.
- If a Builder performs work for a District project, the Builder shall pay all workers on all work performed pursuant to a contract for the Project not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Director of the Department of Industrial

Relations, State of California, for the type of work performed and the locality in which the work is to be performed within the boundaries of the District, pursuant to section 1770 *et seq.* of the California Labor Code.

- Prequalification Packages submitted by Builders are not public records and are not open to public inspection. Information provided in the Prequalification Package will be kept confidential to the extent permitted by law. The contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal process, however. State law requires that the names of Builders applying for prequalification status shall be public records subject to disclosure.
- A Builder may be denied prequalification status for either omission of requested information or falsification of information.

The District reserves the right to waive any informalities or irregularities in received Submittals. Further, the District reserves the right to reject any and all Submittals and to negotiate contract terms with one or more respondents for one or more of the work items.

ALL RESPONSES ARE DUE BY 4:00 P.M., ON JANUARY 8, 2015.

FAX OR EMAIL RESPONSES WILL NOT BE ACCEPTED.

LATE SUBMITTALS WILL NOT BE ACCEPTED OR CONSIDERED

I. INTRODUCTION

The Ross Valley School District ("District") is a public school district located in the Towns of San Anselmo and Fairfax, in Marin County, California. The District is seeking qualified persons, firms, partnerships, corporations, associations, or professional organizations ("Builders") to enter into agreements with the District to construct and/or renovate improvements at a District site ("Project") pursuant to the lease leaseback structure (Education Code section 17406, *et seq.*) and to lease back a "turnkey" Project to the District.

The District invites qualified Builders to submit qualifications related to their ability to provide development and construction services with respect to the construction of the Project described herein. In general, the Builder selected as a result of this process will provide a proposal to the District to perform the Project for a guaranteed maximum price, and thereafter to work cooperatively with the District Board, staff and consultants, the architect of record and design team, and the Project inspectors, to facilitate the timely completion of the Project.

The District wishes to retain a Builder that has the financial strength, management and expertise to assist the District by delivering the selected Project. The District reserves the right to choose individual members of the Builders or the entire Builders. The Builders will be selected based on qualifications and demonstrated competence that include relevant experience with public construction, experience with the State of California school construction approval process, and a proven track record for cost-efficient and timely construction. The "best value" method of selection will be utilized. The "best value" method includes, but is not limited to, the following selection criteria:

1. Technical expertise;

2. Builder's financial capacity and stability;
3. Lifecycle / maintenance / operation costs;
4. Builder's management / compliance cost potential;
5. Skilled labor force;
6. Safety record;
7. Design / value engineering approach;
8. Project approach;
9. Project features;
10. Scheduling expertise; and
11. Warranty.

At this time the District is requesting only qualifications from Builders interested in being considered for the Project. A pool of qualified Builders may be selected for future consideration to provide services for future projects.

A complete response is required in order to be considered. Builders are required to comply with the California Labor Code prevailing wage requirements and the District's bonding and insurance requirements. Builders are required to be permitted, licensed, and registered with the Department of Industrial Relations ("DIR") as required by law. Builders must meet the prequalification criteria included in this RFQ in order to qualify to be part of the District's pool of qualified Builders. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

Any Builder retained as a result of this RFQ and/or subsequent Request for Proposals shall be required to work in conjunction with all other technical consultants, the architect, the Project Inspector, and any program and/or construction manager ("Construction Manager"), if any, retained by the District for the Project, as well as other entities retained by the District pursuant to this RFQ and/or other Requests for Proposals.

II. LIMITATIONS AND DISTRICT RIGHT TO REJECT

This RFQ is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFQ. This RFQ does not commit the District to select any Builder, and the District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever.

The District shall not be liable for any costs incurred in preparing and submitting responses to this RFQ. Each Builder (and not the District) shall be responsible for any and all costs that it incurs in connection with this RFQ. In no event will the District reimburse any Builder for any costs or expenses incurred in preparing and submitting a response to this RFQ.

The District, in its sole discretion, reserves the right to:

- Accept or reject any and all submittals, or any portion or combination thereof;
- Choose any combination of proposals;
- Interview any, all, or none of the Builders;
- Negotiate with any Builder;
- Contract with any Builders responding to this RFQ in whatever manner the District decides;
- Extend the deadline to submit a proposal;
- Amend or cancel in part or in its entirety this RFQ;
- Abandon the RFQ entirely;

- Make a selection on the basis of the total submittal; and/or
- Waive any informality or non-substantive irregularity, as the interests of the District may require.

Builder's SOQ, and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned.

Furthermore, District reserves the right to add additional Builders for consideration after distribution of this RFQ if it is found to be in the best interest of the District. All decisions concerning Builder selection will be made in the best interests of the District.

III. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no Builder responding to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a Builder shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process or the award of the contract with any members of the District's Governing Board, selection committee members, any member of the Citizens' Oversight Committee, or with any employee of the District except for clarifications and questions as described above. Any such contact shall be grounds for the disqualification of the Builder submitting a SOQ.

IV. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority business enterprises shall be afforded full opportunity to submit SOQs in response to this RFQ and will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national origin, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled Builder shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

V. POOL OF QUALIFIED APPLICATIONS AND RECERTIFICATION

The District will maintain a pool of qualified Builders for the services sought in this RFQ. Requests for recertification may be sent every year. Builders that do not reply to the request for recertification may be deleted from the pool of prequalified Builders, at the sole discretion of the District. Additional Builders may be added to the pool, at the District's sole discretion, as the District determines the need for additional services.

VI. SCOPE OF SERVICES

A. Description of Project

The District is seeking responses in order to select a Builder to perform the Project, as more specifically described in **Exhibit A** attached hereto.

B. Description of District Needs and Project Administration

1. General Information

The Project is in the design phase.

The District intends to select a Builder that best meet the District's needs to perform the development and construction services as described in this RFQ. The Builder will be the District's representative in relation to any trade contractors or subcontractors hired by the Builder, and will insure compliance with the Project plans and specifications.

In addition to the Project pursuant to a Site Lease and Facilities Lease, the Builder's responsibilities during the planning stages will include:

- Constructability review
- Value engineering
- Master scheduling the Project given milestones established by the District
- Budgeting for the Project

2. Lease Leaseback Structure

The Project will be funded from various sources, and any agreement reached will conform to the statutory framework for the lease/leaseback delivery method (Education Code section 17406, et seq.).

Prior to commencing the Project, the Builder may be asked to enter into a pre-construction and/or preliminary services agreement with the District to perform a constructability review, develop estimates, review the Project plans and specifications, develop specific cost reduction strategies to address budgetary constraints maximizing the value to the Project of those cost reduction efforts, develop a guaranteed maximum price, and participate in development of the Project schedule.

The Builder may be responsible for financing a portion of the construction of the Project. During construction, the District shall pay tenant improvement payments. If financing is required, once the Project is complete, the Builder shall lease the facilities constructed back to the District for a pre-determined monthly lease payment amount. The District intends that the lease will include an early termination payment option for the District.

3. District Project Management Description

District's Governing Board will be responsible for making final decisions, but the Chief Business Official will be responsible for day-to-day decisions and will designate a Project Manager who will be the primary point of contact between the Builder and the District.

VII. MINIMUM REQUIREMENTS

The selected Builder must be able to execute the District's standard Preliminary Services Agreement (a copy of the District's proposed Preliminary Services Agreement is attached to

this RFQ as **Exhibit B**). At the end of the Design Phase the selected Builder will be expected to enter into the District's form of Site Lease and Facilities Lease.

- A. Indemnity.** Builders responding to this RFQ must acknowledge that they have reviewed the District's indemnity provision set forth in **Exhibit B** hereto and must agree to the indemnity provision and confirm in writing that, if given the opportunity to contract with the District, the Builder has no substantive objections to the use of the District's standard indemnity provision.

- B. Insurance.** The District requires at least the following insurance coverage:
 - 1. Commercial General Liability Insurance**, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments
 - a. Each Occurrence
 - b. General Aggregate
 - 2. Automobile Liability Insurance**
 - a. Combined Single Limit per Occurrence
 - 3. Workers Compensation and Employer's Liability**
 - 4. Employment Practices Liability**

Builder shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days' written notice to District prior to modification and/or cancellation. Except for workers' compensation, District shall be named as an additional insured on all policies. Builder's policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Builder shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of insurance required of the Builder or subcontractor has been provided to and accepted by the District.

- C. Prequalification.** Builders responding to this RFQ must submit the required information to meet the prequalification criteria included in this RFQ. Prequalification Information for Prospective Bidders is set forth in **Exhibits C, D, and E** to this RFQ.

VIII. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES

Depending upon the scope of work, Builder may be required to assist the District in working with various outside governmental agencies, including but not limited to, the following as applicable: City or County Planning Commissions and Departments, the California Coastal Commission, the Department of Toxic Substance Control (DTSC), the regional water quality control board, the regional air quality management district, the State Department of Education, the Division of the State Architect, the State Allocation Board, and the Office of Public School Construction. Builder shall discuss its experience with each of these agencies.

IX. CONFLICT OF INTEREST

Builder shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or

assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediately divulging of this fact to the District.

X. ASSIGNMENT

Any contract resulting from this RFQ and any amendments or supplements thereto shall not be assignable by the successful Builder either voluntarily or by operation of law without the written approval of the District.

XI. SUBMITTAL FORMAT FOR STATEMENT OF QUALIFICATIONS

Builders responding to this RFQ must follow the format below. Material must be in 8-1/2 x 11 inch format, with a font no less than 11 point, and total no more than twenty-five (25) pages, not including the cover letter, table of contents, divider tabs, resumes, and fee schedules. Each SOQ shall include a Front Cover stating the following: "Statement of Qualifications for [FIRM NAME] for Lease Leaseback Project in Response to Ross Valley School District's RFQ #2015-01."

Submittals are to be submitted in sealed packages with the name of the responding Builder clearly marked on the outside of each package.

Submittals shall include divider tabs labeled with boldface headers below; e.g. the first tab would be entitled "**Cover Letter**", the second tab entitled "**Table of Contents**", etc.

Provide five (5) bound copies, one (1) unbound copy, and one (1) electronic copy delivered on compact disc or flash drive.

The unbound copy shall be marked "Copy for Reproduction", and shall be formatted as follows:

- No divider sheets or tab.
- Pages with proprietary information removed.
- A cover sheet listing the Builder's name, the total number of pages, and identifying those pages that were removed due to proprietary information.

The electronic copy will only be accepted via flash drive or CD in the following programs: Microsoft Office Suite or PDF.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a Builder does not respond to all categories requested, the Builder may be disqualified from further consideration.

All responses should include the following items in the order set forth below:

A. Tab 1 - Cover Letter (maximum 1 page)

- This should be a letter of introduction signed by an authorized officer of the Builder. If the Builder is a joint venture, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture.
- Builder name.

- Address, include any branch office address and point of contact.
- Telephone number.
- Facsimile number.
- E-Mail address.
- Identify team.
- Include a brief description of why Builder is well suited for, and can meet, the District's needs.
- Clearly identify the individual(s) who are authorized to speak for the Builder during the evaluation process.
- Summarize qualifications most relevant to this Project.
- **Must include the following statement:**

[INSERT BUILDER'S NAME] received a copy of the District's Preliminary Services Agreement ("Agreement") attached as Exhibit B to the RFQ. [INSERT BUILDER'S NAME] has reviewed the indemnity provisions in Exhibit B and insurance requirements contained in the Agreement. If given the opportunity to contract with the District, [INSERT BUILDER'S NAME] has no objections to the use of the Agreement."

- Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

B. Tab 2 - Table of Contents

C. Tab 3 - Builder Information

- A brief history of the Builder. Please include any former names of the Builder and the number of years the Builder has participated in construction as a general contractor under each name.
- Organizational chart of the Builder.
- A description of the Builder and its organizational structure. Resumes of personnel to be involved with the Project should be included, including their school construction experience. Upon engagement, any change in personnel must be approved by the District. The Builder shall be responsible for any additional costs incurred by a change in personnel.

- Completed Prequalification Questionnaire, as more specifically provided in **Exhibit E** attached hereto.
- Provide the volume of construction in dollars for each of the past three (3) years.
- Provide a statement regarding the Builder's availability and resources.
- Provide a statement on financial resources, bonding capacity and insurance coverage.
- Provide a claims statement: Submit a statement indicating any and all suits or claims in which the Builder or its personnel instigated litigation regarding construction projects within the past five (5) years, and indicating any and all claims in which claims and/or litigation have been pursued against the Builder. For each listed claim and/or litigation: state the issues in the claim and/or litigation, the status of the claim/litigation, the names of the parties involved, and the outcome, if any.
- Contractor license number and whether license has been revoked or suspended in the last five years.
- Provide signatory status.
- Location of nearest local office and main office, if different.
- Certificate(s) of Insurance identifying the firm's current insurance coverages.

D. Tab 4 - Prior Relevant Experience

- Description of the Builder's experience with respect to the areas of school or similar construction over the past five (5) years. Specifically, please provide a list of all projects Builder has been involved with for the past five (5) years where the total project contracts exceeded two million dollars (\$2,000,000) per project. Within that list:
 - Include all projects involving public and private schools;
 - Include all projects involving school theaters, multi-use rooms, gymnasiums and classroom buildings; and
 - References: Provide a contact name, telephone number and email address for the owners and indicate which key Builders personnel worked on each project.
- Include examples of other similar project assignments on the part of the Builder.
- List projects Builder has successfully completed that had some or all of the following obstacles, including the creative solutions from the Builder on how these obstacles were overcome:

- A very aggressive schedule;
- Significant budgetary restrictions.
- Be prepared to expand upon what you did to accommodate the following:
 - the complexity of the project;
 - the needs of the clients;
 - minimizing inconvenience; and
 - maximizing safety.

E. Tab 5 – Assurances

The Builder must acknowledge each of the following items and confirm that it will be willing and able to perform these items:

- **Preconstruction Services:** The Builder shall provide services that relate to the organization and development of the Project prior to the start of construction including the following:
 - **Site Evaluation:** Consult with District staff in relation to the existing site. The Builder should make site visits, as needed to review the current site conditions. During this evaluation, the Builder may make recommendations relating to soils investigations and utility locations and capacities, in order to minimize unforeseen conditions.
 - **Plan Review:** Provide plan review and constructability services with an emphasis on ensuring that the Project can be completed within the established schedule and within the available budget.
 - **Design Team Meetings:** Attend meetings in San Anselmo with the Architect of Record and the design team as needed.
 - **Value Engineering:** Provide a detailed analysis of all major Project systems with an emphasis on possible value engineering possibilities.
 - **Detailed Construction CPM Schedule:** Produce detailed construction CPM schedules to be incorporated into the Project documents including identification of the Project critical path and agency approvals.
 - **Preliminary and Detailed Estimates:** Provide preliminary construction estimates using like-kind construction costs. Upon receipt of the Project plans and specifications, provide detailed construction estimates showing the values of all major components of the Project.

- **Trade Contractors:** Provide the name(s) and scope(s) of work of each trade contractor for the following trades that the Builder proposes to use on the Project:
 1. Earthwork
 2. Storm Drainage
 3. Masonry
 4. Plumbing
 5. Electrical
 6. Concrete

- **Construction Planning:** Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc. as required.

- **Other services:** Any other services that are reasonable and necessary to control the budget and schedule. List those areas where subconsultants will be required and where the Builder has in-house expertise. Provide resumes of persons providing each of these services and for key personnel assigned to the Project:
 - **Construction Services**
 - **Project Accounting and Management Systems:** In concert with District staff, develop the Project accounting and budget management systems. A process of up-to-date costs management will be necessary. During construction, monthly reporting will be required.
 - **General Conditions:** List what is included in the Builder's general conditions (including full-time and part-time personnel) and a monthly value of the general conditions. Indicate what would be included as a cost of work versus a line item in the general conditions.
 - **Management of Project:** Administer and coordinate on a daily basis the work of all trade contractors the Builder hires to work on the Project. Enforce strict performance, scheduling, and notice requirements. Document the progress and costs of the Project. Report proactively on potential schedule impacts. Recommend potential solutions to schedule problems.

F. Tab 6 - Other

- Provide examples of involvement in the community.
- Work cooperatively with District, and the design team, and all of the Builder's trade contractors to ensure the Project is delivered on time and within budget.

- Coordinate and attend weekly job site meetings and, if applicable, prepare and circulate minutes. If applicable, prepare payment applications. Prepare timely change order requests if the Builder intends to seek reimbursement from the District.
- If applicable, evaluate and track requests for information (“RFIs”) and responses. Advise District as to status and criticality of RFIs. Prepare and submit timely submittals, and requests for substitutions if applicable. Work with District, and the design team to develop lists of incomplete or unsatisfactory work (“punchlists”).
- Where applicable, submit all necessary reports to state authorities. Ensure that all other Project participants submit necessary documentation.

XII. SELECTION CRITERIA AND DISTRICT’S EVALUATION PROCESS

A. REVIEW AND SELECTION OF SUBMITTALS

Exhibit D to this RFQ sets forth the essential qualification requirements for Builders responding to the RFQ. A review and selection committee composed of key personnel from within and outside the District (“Selection Committee”) will review and evaluate all submissions.

Submittals will be opened privately to assure confidentiality and avoid disclosure of the contents to competing Builders prior to and during the review, evaluation and negotiation processes. To the extent that the Submittals are public records under California law, however, the Submittals may be released to the public if requested by members of the public.

Submittals will be reviewed for responsiveness and evaluated pursuant to established objective criteria, with particular attention to, without limitation, each respondent’s qualifications, demonstrated competence in like construction, and the Builder’s ability to integrate its personnel with the District’s staff and consultants.

Each Submittal must be complete. Incomplete Submittals will be considered nonresponsive and grounds for disqualification. The District retains the sole discretion to determine issues of compliance and to determine whether a Builder is responsive, responsible, and qualified.

After the Submittals are evaluated and/or ranked, the District, at its sole discretion, may elect to interview the top Builders. Adequate time will be allowed for presentation of qualifications followed by questions and answers. At the District’s discretion, the selected Builders may be requested to provide a Request for Proposal, at which time they will develop a detailed scope of services, proposed fee schedule, and possibly participate in a further interview process.

If commitment is made for any particular project, it will be to the most qualified Builder with whom the District is able to successfully negotiate the terms and conditions of the required lease agreements.

Final selection of Builders, terms and conditions of any and all agreements and authority to proceed with noted construction services shall be at the discretion of the District.

The selection committee will recommend the most qualified Builder(s) to the District's Board and will issue letters of intent to commence negotiations of services to the most qualified Builder(s).

B. DISTRICT INVESTIGATIONS

The District may perform investigations of responding parties that extend beyond contacting the references identified in the SOQ. The District may request that a Builder submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.

XIII. RFQ RESPONSE SCHEDULE SUMMARY:

The District reserves the right to change the dates on the schedule without prior notice.

DATE	EVENT	TIME DEADLINE
December 8, 2014	Release and advertisement of RFQ #2015-01.	
December 18, 2014	Deadline for submission of written questions to District concerning RFQ #2015-01.	5:00 p.m.
January 8, 2015	Deadline for all submissions in response to RFQ 2015-01.	4:00 p.m.
January 13, 2015	Release of short-listed Builders selected to respond to Request for Qualifications ("RFQ").	5:00 p.m.
January 14, 2015	Release of RFP # 2015-01 to selected Builders.	
January 20, 2015	Deadline for submission of written questions to District concerning RFP #2015-01.	5:00 p.m.
January 27, 2015	Deadline for all submissions in response to RFP #2015-01.	2:00 p.m.
January 29, 2015	Interviews of short-listed Builders.	Begin 9:00 a.m. / continue as needed
February 2, 2015	Notification to selected Builders	

WE THANK YOU FOR YOUR INTEREST IN THIS EXCITING PROGRAM!

Exhibit A

Description of Project

The Wade Thomas Elementary School Facilities Improvement Project consists of but is not limited to:

Preparation of a portion of the school site for construction of three (3) new permanent modular classrooms and restroom facilities. Site work, including installation and extension of electrical, water, sanitary sewer, storm drainage, information technology, communication and life safety infrastructure. Permanent concrete foundations for the new modular classrooms provided under separate agreement and coordinating with provider to receive and set in place modular classrooms. Relocation and/or replacement of playstructures, concrete walkways and ramps, landscaping, asphaltic pavement repair and replacement, final connection of site utilities and preparation for removal of three (3) existing portable classrooms.

Exhibit B
Preliminary Services Agreement

[Refer to separate Exhibit]

**EXHIBIT C
ROSS VALLEY SCHOOL DISTRICT
PREQUALIFICATION INFORMATION FOR
PROSPECTIVE BUILDERS**

December 8, 2014

I. BACKGROUND AND OVERVIEW

The Ross Valley School District ("District"), is prequalifying Builders to perform construction work on the District project to be awarded after January 1, 2015, by competitive bid, lease-leaseback pursuant to Education Code section 17406, or other procurement method.

California Public Contract Code section 20111.6 requires all Prime Builders (collectively "Builders") to prequalify for projects involving a projected expenditure of \$1 million or more that are eligible for state bond funding. Consequently, the District requires prospective Builders that plan on submitting bids or responding to RFQ/Ps to: (1) Fully complete a prequalification questionnaire on the form supplied by the District as **Exhibit E** attached to the RFQ for Developer for Lease-Leaseback Project, RFQ # 2015-01 ("Prequalification Questionnaire"); and (2) Provide financial information to the District (collectively, the Prequalification Questionnaire and financial information are referred to as the "Prequalification Package").

Once the prequalification process is complete, the District will notify the Builders that meet the prequalification requirements. Prequalification will be valid for one (1) calendar year following the date of initial prequalification.

Builders who are prequalified must update prequalification forms as their status or information changes. The District reserves the right to request that Builder(s) update prequalification forms at any time and revoke, rescind, and/or refuse the prequalification status of a Builder.

A Builder may not submit a bid or respond to an RFQ/P requiring prequalification unless that Builder is prequalified by the District.

II. PROJECT DESCRIPTION

Project involving expenditures of \$1 million dollars or more.

III. PREQUALIFICATION PROCESS

The following process will govern the conduct of Builder prequalification for the Project. A Builder who submits a complete Prequalification Package thereby consents to and will comply with the procedures outlined below and as set forth in greater detail in this document.

A. Submittal. All prospective Builders that wish to qualify for work on the Project shall submit a Prequalification Package as part of its response to RFQ #2015-01.

B. District's Review. Information submitted in the Prequalification Package shall not be public information and shall not be open to public inspection, to the extent permitted by law. Builders that have submitted a Prequalification Package shall receive

written notification of their prequalification status. The District reserves the right, in its sole discretion, to reject any or all Prequalification Packages or to waive irregularities in any Prequalification Package received.

C. Addenda. Any addenda issued by the District will be faxed, mailed, or sent by messenger service to all Builders known to the District to have received RFQ #2015-01 and this Prequalification Information form and who have provided a complete and legible physical address, telephone number, and fax number for receipt of addenda. The receipt of all addenda must be acknowledged on the Builder's Prequalification Questionnaire.

D. Nonresponsiveness. A Builder's Prequalification Package shall be deemed nonresponsive if:

1. The Prequalification Package is not returned on time.
2. Builder does not provide all requested information.
3. The Prequalification Questionnaire is not signed under penalty of perjury by individuals who have the authority to bind the Builder on whose behalf they are signing.

E. Incomplete, Misleading or Inaccurate Information. A Builder's Prequalification Package shall be rejected if:

1. Information contained in the Prequalification Package is not updated under penalty of perjury when it is no longer accurate.
2. Any information provided by the Builder is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported).

Even after a Builder has been prequalified, the District reserves the right to revoke that determination at any subsequent time if it determines that any information provided by the Builder in its Prequalification Package or subsequently was incomplete, misleading, or inaccurate in any material manner.

IV. QUALIFICATION CRITERIA

A. Essential Criteria. As detailed herein and in **Exhibit D**, each potential Builder must provide specific information that will be reviewed and scaled by the District. Any Builder who cannot satisfy all of the following requirements ("Essential Criteria"), regardless of the ranking or ability to meet other criteria, will not be prequalified:

1. Licensure. The Builder shall hold all current, active Builder's license(s) necessary to perform its work and those license(s) shall not have been revoked in the past five (5).
2. Insurability. The Builder shall demonstrate that it holds the insurance as indicated in the Prequalification Package.
3. Termination. A surety firm shall not have completed your firm's work because your firm was defaulted/terminated with cause from any project by any school district or other public agency within the State of

California within the past five (5) years.

4. Disqualification. The Builder shall not have been debarred or otherwise prohibited from performing work for and/or bidding on work for any school district or other public agency within the State of California pursuant to either Labor Code section 1777.1 or section 17777.7.
5. Violations of Regulations or Laws. The Builder, 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.
6. Bonding Capacity. The Builder shall demonstrate that it holds the insurance as indicated in the Prequalification Package.

B. Other Criteria.

As stated above and in **Exhibit D**, each Builder must satisfy all of the Essential Criteria, regardless of its ranking or ability to meet other criteria or the Builder will not prequalify to be listed by a prime Builder for the Project(s).

The Prequalification Questionnaire set forth in **Exhibit E** contains questions for which a numerical score will be given for specific answer(s). A Builder must receive a minimum number of points, regardless of its ability to meet other criteria, or the Builder will not prequalify for the District project. Even if a Builder meets the Essential Criteria and receives at least the minimum number of points, the District reserves the right to disqualify Builder from a Project on other grounds.

The District will use some or all of the following criteria in qualifying each Builder. The District reserves the right to modify the following criteria and to add or delete criteria at its sole discretion at any time prior to opening the Prequalification Package(s).

1. Previous Experience. The Builder shall demonstrate experience working on school or other public projects approved by the Division of the State Architect ("DSA"), including the following:
 - a. Previous or current contracts for similar types of projects that demonstrate equivalent quality design, detailing, finishes and construction.
 - b. Experience in working on projects of similar scale and complexity with strict budget and schedule compliance.
2. Business History. The Builder has a history of having continuously been in business as a licensed Builder.
3. Workers' Compensation Experience Modifier. The District will consider the Builder's workers' compensation experience modification rate for the past three (3) years.
4. Financial Strength. The Builder shall demonstrate its financial ability

to undertake and complete the Project.

V. APPEALING A QUALIFICATION FINDING

A Builder may appeal the District's decision. If a Builder decides to appeal the District's qualification decision, it shall follow this procedure:

A. Builder shall submit, in writing, within three (3) working days from notification, a request for a written response by 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 Builder's request, Builder may submit, in writing, a request for reconsideration by the District's staff. Builder may submit with the request any information that it believes supports a finding that District's determination should be changed.

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

Exhibit D
ROSS VALLEY SCHOOL DISTRICT
CONTRACTOR PREQUALIFICATION EVALUATION PROCEDURE

_____, 2014

Name of Contractor: _____

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. Timeliness

Has the Contractor submitted its Prequalification Statement on time?

Yes No

B. Completeness

Did the Contractor provide all requested information in its submitted Prequalification Statement?

Yes No

C. Signed Under Penalty of Perjury

Is the Prequalification Questionnaire signed under penalty of perjury by individuals who have 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 Contractor.

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

Yes No

B. Is the information contained in the Prequalification Package 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 Contractor 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 Contractor is not qualified)

B. Disqualification (See Section C.12. of Questionnaire)

Has the Contractor 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 Contractor is not qualified)

C. Default (See Section C.29. of Questionnaire)

Has a surety firm completed a contract on Contractor's behalf, or paid for completion because Contractor was in default and/or terminated by any prime contractor on any project for any school district or other public agency within the State of California within the past five (5) years.

Yes No

(If yes, then Contractor is not qualified)

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

Does Contractor have liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

Yes No

(If no, then Contractor is not qualified)

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

Does Contractor 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 Contractor is not qualified)

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

Has the Contractor, or any of its owners or officers, 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 Contractor is not qualified)

4. Contact References

The District may contact each of Contractor's references from a minimum of three (3) of its most recent K-12 school district projects including the two (2) largest K-12 projects completed in the last five (5) years, unless the Contractor has not completed three (3) school district projects, in which case, the District may contact all of the Contractor'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 Contractor.

5. Complete Evaluation Worksheet

Insert total score from evaluation worksheet _____ TOTAL POINTS
Contractor must have 60 out of 115 points or higher to qualify

**EXHIBIT D-1
ROSS VALLEY SCHOOL DISTRICT
CONTRACTOR PREQUALIFICATION EVALUATION REFERENCE FORM
_____, 2014**

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

Section I - General Project Information

Name of Contractor:	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 Contractor? Was the Contractor 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.**

2. Performance and Accountability

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

b. Contractor (Project) Management - Rate the Contractor's ability to manage and coordinate its own subcontractors (if no subcontractors, rate the Contractor's overall project management). Was the Contractor 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.**

- c. Change Orders - Rate the Contractor's performance with regard to change orders and extras. Did the Contractor unreasonably claim change orders or extras? Were the Contractor'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.**

- d. Working Relationships - Rate the Contractor's working relationships with other parties (i.e. owner, designer, prime contractors, other subcontractors, etc.). Did the Contractor 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.**

- e. Paperwork Processing - Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Contractor 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.**

Section III - Numerical Rating

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

Contractor's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	RATING
1. Planning and Coordination of Work	-5	0	7	15	
2. Quality of Work	-5	0	1	5	
3. Performance and Accountability					
a. Scheduling	0	1	2	3	
b. Supervision; Subcontractor and Project Management	0	1	3	5	
d. Change Orders	0	1	2	3	
e. Working Relationship	0	0	1	2	
f. Paperwork Processing	0	0	1	2	
g. Litigation	0	1	2	3	
Total					
Maximum Possible	<i>-10</i>	<i>3</i>	<i>20</i>	<i>40</i>	

**EXHIBIT D-2
ROSS VALLEY SCHOOL DISTRICT
CONTRACTOR PREQUALIFICATION EVALUATION WORKSHEET**

_____, 2015

Name of Contractor: _____

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 _____ Points

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

Average Numeric Rating from Evaluation Reference Forms	=	40 Points
--	---	-----------

3. Years in Business Under Current License (See Section C.9. of Questionnaire)

10 or more years	=	15 Points	_____ Points
5 to 9 years	=	10 Points	
2 to 4 years	=	5 Points	
0 to 2 years	=	0 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 \$2 million	=	10 Points	_____ Points
5 Completed Projects larger than \$1.5 million	=	8 Points	
3 Completed Projects larger than \$1 million	=	6 Points	
5 Completed Projects larger than \$1 million	=	4 Points	
3 Completed Projects larger than \$1 million	=	2 Points	

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

0 Incidents	=	10 Points	_____ Points
1 to 3 Incidents	=	5 Points	
4 or more Incidents	=	0 Points	

6. Non-Compliance with Applicable Laws (See Sections C.12, 18, 19, 20, 21, 23, 24 and 25 of Questionnaire)

0 Projects	=	10 Points	_____ Points
1 to 5 Projects	=	5 Points	
6 or more Projects	=	0 Points	

7. Workers Compensation Modifier (See Section C.22. of Questionnaire)

Less than or equal to 0.85	=	10 Points
More than 0.85 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 \$2 million	=	10 Points
10% or more of \$1 million	=	5 Points
Less than \$1 million	=	0 Points

___ Points

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

More than \$2 million	=	10 Points
Equal to \$1 million	=	5 Points
Less than \$1 million	=	0 Points

___ Points

Maximum Points:	= 115
------------------------	--------------

TOTAL POINTS

**EXHIBIT E
ROSS VALLEY SCHOOL DISTRICT
PREQUALIFICATION QUESTIONNAIRE FOR
PROSPECTIVE BUILDERS**

_____, 2015

Each prospective Builder shall be currently licensed and shall submit the following information to establish its qualifications to perform construction work as a prime contractor on District projects, to be awarded after January 1, 2015, involving a projected expenditure of \$1 million or more that is eligible for state bond funding.

A. BUILDER'S INFORMATION

Builders name: _____

Address: _____

Telephone: _____

Fax: _____

Mobile Telephone: _____

E-mail: _____

By: _____ Date: _____
(Name of individual completing statement)

Years in business as a licensed contractor: _____

Types of work performed with own forces: _____

Years in business under current firm name: _____

Years at the above address: _____

Receipt and acceptance of the following addenda is hereby acknowledged:

No. _____, Dated _____

No. _____, Dated _____

No. _____, Dated _____

B. CURRENT ORGANIZATION AND STRUCTURE OF THE BUSINESS

1. For Builders that Are Corporations:

- a. Date incorporated : _____
- b. Under the laws of what state: _____
- c. 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 10% of the corporation's stock.

Name	Position	Years with Co.	% Ownership

2. For Builders that Are Partnerships:

- a. Date of formation: _____
- b. Under the laws of what state: _____
- c. Provide all the following information for each partner who owns ten percent (10%) or more of the firm.

Name	Position	Years with Co.	% Ownership

3. For Builders that Are Sole Proprietorships:

- a. Date of commencement of business: _____

4. For Builders that Intend to Submit a Response to the RFQ as a Joint Venture:

- a. Date of commencement of joint venture: _____
- b. Provide all of the following information for each firm that is a member of the joint venture that expects to submit a response to the RFQ for Lease Leaseback services on one or more projects. Attach all additional references and/or information on separate signed sheets.

Name of Builder	% of Ownership of Joint Venture

5. Associated Builders

For any of the above business structures, 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 past 5 years.

Person's Name	Name of Construction Firm & License No.	Dates of Person's Participation with Firm

Attach all additional references and/or information on separate signed sheets.

C. HISTORY OF THE BUSINESS AND ORGANIZATIONAL PERFORMANCE

1. Has there been any change in ownership of the Builder at any time during the past three years? NOTE: A corporation whose shares are publicly traded is not required to answer this question.

Yes No

If "yes," explain on a separate signed sheet.

2. Is the Builder a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns 50% or more of another, or if an owner, partner, or officer of Builder holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed sheet, including the name of the related company and the percent ownership.

3. Are any corporate officers, partners or owners connected to any other construction firms? NOTE: Include information about other firms if an owner, partner, or officer of Builder holds a similar position in another firm.

Yes No

If "yes," explain on a separate signed sheet.

4. Has any owner, partner, Contractors State License Board ("CSLB") qualifier or corporate officer of Builder operated as a contractor under any other name or license number (not listed above) in the last 5 years?

Yes No

If "yes," explain on a separate signed sheet, including the name and license number of the other company.

5. State Builder's gross revenues for each of the past 3 years:

Year	Gross Revenue
	\$
	\$
	\$

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

7. Is Builder currently the debtor in a bankruptcy case or was in bankruptcy at any time during the last 5 years?

Yes No

If "yes," please attach a copy of the bankruptcy petition and a copy of the Bankruptcy Court's discharge or any other document that ended the case, if any.

LICENSES

8. Please provide the following information:

- a. Name of license holder exactly as on file with the Contractors State License Board: _____
- b. License classification(s): _____
- c. License #: _____
- d. Expiration Date: _____

9. Has any CSLB license held by your firm or its Responsible Managing Employee or Responsible Managing Officer been suspended or revoked within the last 5 years?

- Yes No

If "yes," explain on a separate signed sheet.

10. Has Builder changed names or license number in the past 5 years?

- Yes No

If "yes," explain on a separate signed sheet, including the reason for the change.

DISPUTES

11. At any time in the last 5 years, has your firm been assessed liquidated damages under a construction contract with another public or private owner?

- Yes No

If "yes," explain on a separate signed sheet, identifying projects by owner, owner's address, and date of completion.

12. At any time in the last 5 years, has Builder, or any owners, officers or partners, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?

- Yes No

If "yes," explain on a separate signed sheet, including the name of the person who was associated with that company, the year of the event, owner, owner's address and basis for the action.

13. At any time in the last 5 years, has a public agency found Builder was not a responsible bidder?

Yes No

If "yes," explain on a separate signed sheet, including the year of the event, owner, owner's address and basis for the finding.

14. In the past 5 years, have any claims against Builder or by Builder against an owner been filed in court or arbitration concerning Builder's work or payment on a construction project?

Yes No

If "yes," explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

INSURANCE

15. Does Builder have liability insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate?

Yes No

16. Does Builder 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

17. In the last 5 years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for Builder?

Yes No

If "yes," explain on a separate signed sheet, including the name of the insurance carrier, form of insurance and year of the refusal.

CRIMINAL MATTERS AND RELATED CIVIL SUITS

18. Has Builder or any of its owners, partners or officers ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of the investigation and grounds for the filing.

19. Has Builder or any of its owners, partners or officers ever been convicted of a crime involving any federal, state, or local law related to construction or fraud, theft, or any other action of dishonesty?

Yes No

If "yes," explain on a separate signed sheet, identifying who was involved, name of the public agency, date of conviction and grounds for the conviction.

SAFETY

20. Within the past 5 years, has the California or federal OSHA cited and assessed against Builder, or any associated firm, for "serious," "willful" or "repeat" violations of its safety or health regulations?

Yes No

If "yes," explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

21. Within the past 5 years, has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against Builder or the owner of the project on which Builder was the contractor?

Yes No

If "yes," explain on a separate signed sheet, describing the citation(s).

22. State the contractor's Workers' Compensation Experience Modification Rate ("EMR") for the past 3 premium years:

Year	Modification Rate

If Builder's EMR is 1.00 or higher, you may attach a letter of explanation.

23. Within the past 5 years, has there ever been a period when Builder and/or any associated firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

If yes, explain on separate sheet, including the date(s) and reason(s) for the absence of workers' compensation insurance.

PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE

24. In the past 5 years, has there been more than one occasion in which Builder was required to pay either back wages or penalties for Builder’s failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

- Yes No

If “yes,” explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

25. At any time during the past 5 years, has Builder been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

- Yes No

If “yes,” explain on a separate signed sheet, including date(s) of such findings and attaching the DAS’ final decision(s).

BONDING

26. Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states Builder’s current bonding capacity?

- Yes No

27. Provide the name, address and telephone number of the surety agent: _____

28. List all sureties that have written bonds for Builder currently and during the last 5 years:

Name	Address	Dates of bonds

29. In the last 5 years, has any surety paid on Builder’s behalf as a result of a default to satisfy any claims made against a payment or performance bond issued on Builder’s behalf?

- Yes No

If “yes,” explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

30. If Builder was required to pay a premium of more than 1% for a performance and payment bond on any project on which Builder worked in the last 3 years, state the percentage that Builder was required to pay: _____.

You may explain on a separate sheet, why Builder was required to pay a premium of more than 1%.

31. In the last 5 years, has Builder ever been denied bond coverage by a surety company, or has there ever been a period of time when Builder had no surety bond in place when one was required?

Yes No

If "yes," explain on a separate signed sheet, including the name of the surety company and the period during which Builder had no bond in place.

D. PROJECT REFERENCES

List **all** projects in which the Builder has participated during the past three (3) years on the form attached as **Exhibit E-1** and sign the form.

Please include all projects performed under all firm names identified in Section B and at least three (3) of Builder's most recent California K-12 public school projects. Please use and attach additional signed sheets when needed to explain or clarify any response or to include more responses with all requested information.

E. FINANCIAL INFORMATION

Builder must submit a reviewed or audited financial statement with accompanying notes and supplemental information for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required audited or certified financial statement.

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Builder: _____

Signature by an officer of the Builder: _____

By: _____

(Print Name)

Title: _____

EXHIBIT E-1

1. Project Name/Identification:

- a. Project Name: _____
- b. Project address/location: _____

- c. Owner (name of district reference and tel. no.): _____

- d. Architect (name and tel. no.): _____

- e. Construction Manager (name and tel. no.): _____

- f. Scope of Work: _____

- g. Original completion date: _____
- h. Actual date of completion: _____
- i. Time extensions granted: _____
- j. Initial contract value: _____
- k. Final contract value: _____

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____
Name: _____