



# Attachment E

## **Technical Qualifications Questionnaire**

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### **New Antioch Area Courthouse**

Also known as: New East Contra Costa  
County Courthouse

Superior Court of California, County of Contra Costa



**ADMINISTRATIVE OFFICE  
OF THE COURTS**

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

## Contractor Technical Qualifications Questionnaire

1. **REQUIRED QUALIFICATION INFORMATION:** The Administrative Office of the Courts, Office of Court Construction and Management requires prospective contractors for the Project to answer all the questions contained in this standard form of questionnaire.
2. **AOC QUALIFICATION PROCEDURES:** Prospective contractors for the Project shall complete this form and submit to the AOC as part of their Technical Proposal.

The answers to the questions on the standard form of questionnaire shall reflect the prospective contractor's experience in performing public works projects. The document, when completed, shall be verified under oath by the prospective contractor.

Joint Venture: If two or more contractors wish to propose on a project as a joint venture:

- a. All firms involved must submit separate questionnaires in the Technical Proposal.
  - b. The firms must also submit an Affidavit of Joint Venture.
  - c. The Joint Venture must have the required license in the name of the Joint Venture at the time of award.
3. **PERIOD OF QUALIFICATION:** This Technical Qualifications Questionnaire is valid only for this Request For Proposal, and must be resubmitted for other projects.
  4. **CORRECT AFFIDAVIT:** The correct affidavit on page 6 must be completely executed.
  5. **REVIEW OF QUALIFICATIONS:** The AOC will review the information contained in the standard form of questionnaire and the performance of the prospective contractor on public works projects and private sector construction projects. The firm's references may be selected at random and reference checks performed.

### INSTRUCTIONS FOR COMPLETION OF PAGES 4 AND 5:

1. **Name of Firm:** Use same name as licensed in California.  
**Contact Person:** Name of person who completed the prequalification submittal.
2. **Address:** Use address appropriate for contracting purposes. If firm contracts from more than one office in California, then attach the additional address (es).
3. **State of organization and date established:** Use appropriate information.
4. **(Included as Tab 9 in SOQ)Types of Licenses:** Include all valid California licenses and certifications.
5. Provide name of bonding company, contact, telephone number, the bonding company rating, and the bonding capacity per project and overall or aggregate. Also indicate whether or not claims have ever been made against the surety, and explain these claims.
6. **Officers or Principals of firm:** List names of officers of the firm. One of these must sign the affidavit on page 6.
- 7-8. **Suspension from Project:** If applicable, include brief explanation if a principal of your firm has had license suspended, or if your firm has ever been suspended from a project.
9. **Denied Prequalification or Disqualification from Bidding:** If applicable, include a brief explanation if your firm has ever been denied prequalification or was disqualified from bidding on a public works project.

## ATTACHMENT E

10. Claims and Litigation on Public Works: If applicable, include a brief explanation and results of each claim and/or litigation your firm, joint venture, Partnership, association or any combination thereof, brought against a public works entity in the past 10 years.
11. Claims and Litigation against firm: If applicable, include a brief explanation and results of each claim and/or litigation filed against your firm, joint venture, Partnership, association or any combination thereof, on a public works project in the past 10 years.
12. **(Included as Tab 3 in SOQ)** Experience record of staff: Indicate name, position and number of years' experience. Additional sheets/resumes may be attached.
13. **(Included as Tab 4 in SOQ)** Construction and cost of construction completed within the past five years by firm for all individual contracts (both public works and private sector) over \$1,000,000 (10 maximum); additional pages may be attached. Type, size, and reference are an important part of evaluation. For the references, include the contact person (must be current), and current phone and fax numbers. Highlight the largest individual public works projects completed in the past five years.
14. Safety Qualifications: Provide the Average Lost Workday Incident Rates and Average Recordable Incident Rates in the spaces provided, using data from the past three years. Also provide the most recent Experience Modification Rate in the space provided. The minimum acceptable standard for these indices, as stated on page 5, must be met in order for a prospective contractor to be judged to be qualified. Additionally, the prospective contractor is required to submit copies of OSHA form no. 300, Log of Work-Related Injuries and Illnesses, and OSHA form no. 300A, Annual Summary of Work-Related Injuries and Illnesses, for the past three years and to provide your firm's worker's compensation insurance carrier information under the provisions of this section. See page 5 for further information.

ATTACHMENT E

**CONTRACTOR'S STATEMENT OF EXPERIENCE**

1. Name of firm: \_\_\_\_\_  
Contact Person: \_\_\_\_\_
2. Mailing address of firm: \_\_\_\_\_  
Physical address of firm: \_\_\_\_\_  
Telephone No. (area code) ( \_\_\_\_\_ ) Fax No. (area code) ( \_\_\_\_\_ )  
Company Web Site URL: \_\_\_\_\_
3. State of organization: \_\_\_\_\_ Date established: \_\_\_\_\_
4. California state license no.: \_\_\_\_\_ Types of valid California contracting licenses: \_\_\_\_\_
5. Bonding company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_  
Current capacity: \_\_\_\_\_ Bonding Co. Rating: \_\_\_\_\_  
Have claims ever been made against surety? \_\_\_\_\_ If Yes, attach statement of explanation.
6. Officers or Principals of firm: \_\_\_\_\_  
\_\_\_\_\_
7. Have Principals ever had licenses *suspended*? If Yes, attach explanation. \_\_\_\_\_
8. Has firm ever been *suspended* from a project? If Yes, attach explanation. \_\_\_\_\_
9. Has firm ever been denied prequalification or disqualified from bidding public works? If Yes, attach explanation. \_\_\_\_\_
10. In the past five years, has your firm filed a claim on a public works project? Yes \_\_\_\_\_ No \_\_\_\_\_  
Litigation? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, attach a brief explanation and results of each claim and/or litigation.
11. In the past five years, has a claim been filed against your firm on a public works project? Yes \_\_\_\_\_ No \_\_\_\_\_  
Litigation? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, attach a brief explanation and results of each claim and/or litigation.
12. Experience record of staff proposed for this project (include name, position, projects and roles therein, and years experience): \_\_\_\_\_  
\_\_\_\_\_
13. **(Included as Tab 4 in SOQ)** Provide the following information for all public works and private sector construction projects (10 maximum) completed within the past five years for individual contracts over \$1,000,000, with emphasis on projects of similar scope and complexity to this project, and proposed staff's roles in those projects. Names and references must be current and verifiable. Attach additional sheets that contain all the information. List projects in chronological order, most recently completed project first. For each, list: Name of Project and Location, Owner of Project, Total Value of Construction (include contract award amount and total change orders), Completion Date, Owner Reference (include name, current phone no., and fax no.), project description.
  - List at least two projects completed by proposed CM firm in the last five years for which Proposer provided pre-construction services and then constructed the project. For these projects, demonstrate experience in value engineering, construction estimating, constructability review during the design phase, and delineating subcontractor scopes of work with no overlap or gaps between bid packages.
  - List at least two projects that demonstrate the proposed CM key individuals' ability to act as a CM at Risk with a GMAX: soliciting bids, contracting with and managing multiple subcontractors consistent with the type, size and complexity of this project. Include samples of prebid and post-construction schedules prepared by the proposer for those projects.

ATTACHMENT E

14. **SAFETY QUALIFICATION:** Provide the Average Lost Workday Incident Rates, Average Recordable Incident Rates and most recent Experience Modification Rate in the spaces provided on this page. In addition, the prospective contractor is required to submit complete copies of OSHA form no. 300 and form no. 300A under item 5 of this section.

The Average Lost Workday Incident Rate (LWIR) and the Average Recordable Incident Rate (RIR) are requested for evaluation of the safety history relating to the prospective contractor's construction operations only. Home office staff labor hours and the corresponding injury and illness figures for home office staff shall not be included in the calculation of these rates. Similar information for parent companies, subsidiaries, or other company divisions not directly engaging in construction activities shall not be considered in these rate calculations. All data used in the calculations shall be specific to the contracting entity listed on page 4; inclusion of data from major subcontractors or other sub-tier contractors is not acceptable.

The Experience Modification Rate (EMR) is established by the Contractor's worker's compensation insurance carrier, and is based on the Contractor's loss history. Prospective contractors are to provide their Intrastate EMR, which is used for evaluation of contractors in the State of California. Provide all requested information in the spaces provided.

Important Note: Small firms that have less than ten employees and report an average Total Employee Hours Worked that is less than 20,000 hours, are not required to report recordable incidents and lost workday incidents for their firms herein. Instead, these firms shall submit their most current year of Intrastate EMR or a copy of their worker's compensation insurance carrier's documentation of their most current year of Intrastate EMR.

1. **Average Lost Workday Incident Rate (LWIR).** Calculate your firm's LWIR for the past three (3) complete years. The lost workday information is listed on your OSHA forms no. 300 and 300A and is available from your worker's comp. insurance carrier.

$$\text{LWIR} = \frac{\text{Total number of lost workday incidents} \times 200,000}{\text{Total employee hours worked}}$$

Year	Lost Workday Incidents	Total Employee Hours Worked	Lost Workday Incident Rate
1-20__			
2-20__			
3-20__			
Total			

2. **Average Recordable Incident Rate (RIR).** Calculate your firm's RIR for the past three (3) complete years. The Incident Rate information is listed on your OSHA forms no. 300 and 300A and is available from your worker's comp. insurance carrier.

$$\text{RIR} = \frac{\text{Total number of recordable incidents} \times 200,000}{\text{Total employee hours worked}}$$

Year	Recordable Incidents	Total Employee Hours Worked	Recordable Incident Rate
1-20__			
2-20__			
3-20__			
Total			

3. **Experience Modification Rate (EMR).** Enter your firm's EMR for the most recent year (this information is provided by your worker's comp. insurance carrier).

Year	EMR
20__	

Is Your Firm Self-Insured in California? <input type="checkbox"/> No <input type="checkbox"/> Yes    Self-Insured No. _____
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\*Attach certification.

4. **Name of Worker's Comp. Insurance Carrier(s):** \_\_\_\_\_

Address: \_\_\_\_\_

Agent Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

5. **In addition to the information provided above, submit copies of your firm's OSHA No. 300, Log of Work-Related Injuries and Illnesses, and OSHA form no. 300A, Annual Summary of Work-Related Injuries and Illnesses, covering the past three (3) years.**

ATTACHMENT E

**AFFIDAVIT**

The submitter of the foregoing statements contained on this Technical Qualifications Questionnaire has read the same, and it is true to the best of the submitter's knowledge. Any reference named therein is hereby authorized to supply the AOC with any information necessary to verify the statements.

By signing below, the proposer certifies and declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

**SIGNATURE OF AN INDIVIDUAL**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the  
(Day) (Month) (Year)  
City of \_\_\_\_\_, County of \_\_\_\_\_,  
State of \_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
an individual, doing business as \_\_\_\_\_

**SIGNATURE OF A PARTNER**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the  
(Day) (Month) (Year)  
City of \_\_\_\_\_, County of \_\_\_\_\_,  
State of \_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
a partner of \_\_\_\_\_  
(Name of Firm)

**SIGNATURE OF AN OFFICER OF A CORPORATION**

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ in the  
(Day) (Month) (Year)  
City of \_\_\_\_\_, County of \_\_\_\_\_,  
State of \_\_\_\_\_

Signature of Applicant \_\_\_\_\_  
an officer with the title of \_\_\_\_\_ of \_\_\_\_\_  
(Title of Corporation Officer) (Corporation Name)

**End of Technical Qualifications Questionnaire**