# Attachment L – Outline of Requirements for Proposal Submission

NOTE: It is desirable that Contractors proposing for a JOC Zone, to the degree possible, demonstrate their experience within that Zone and provide a Contract Management Plan that address the geography, character, expected volume of work, and any problematic aspects that serving that Zone may entail, Proposals documenting past experience within the Zone and addressing the elements noted above with Contract Management plans tailored to the Zone will receive preferential ratings to the degree these elements address the Judicial Council of California’s perceived needs in that Zone.

NOTE: The Contract Management Plan must be limited to twenty-five (25) pages in length, including all exhibits and any other attachments. Please restrict your Proposal to the proper page limits set for each of the three sections that follow, and please utilize a font that is no smaller than 10 point.

INSTRUCTIONS: Provide a written narrative documenting your response with regard to each of the following Sections, arranged in the following order:

**SECTION 1: Related Experience and Past Performance**

**(Limit your response to 9 Pages)**

* 1. List the last five (5) multi-disciplined prevailing wage ID/IQ type or other type of construction contracts your organization has been awarded in the State of California, identifying which contracts..

For each contract provide the following:

* + - 1. Contract title.
      2. Contract number.
      3. Owner.
      4. Geographic location.
      5. Owner contact name, title, address and phone number.
      6. Contract amount.
      7. Original Contract duration with dates.
      8. Total Contract duration with dates.
      9. Identify the approximate dollar amount of Work completed.
      10. Provide a general description of the Detailed Scope of Work.
  1. Describe your organization’s senior management involvement in ensuring your customer’s satisfaction under the agreements you cited in response to Section 1 above. Provide examples of successful intervention by your organization’s senior management where customer dissatisfaction had become an issue or cite examples where your organization went beyond the terms of your contract to deliver customer service. For each example cited, provide a brief description and an Owner contact and phone number so that the evaluation panel may verify the event occurrence and resolution.
  2. Provide any additional information or statements that you feel will demonstrate your organization’s ability to successfully manage a general construction contract, with multiple project locations (as many as 10 concurrently), while managing multiple trade subcontractors at each project site. Do not exceed four (4) pages. Tailor the information you present to reflect an expected dollar volume equal to the Estimated Maximum Value of the Zone being proposed for, spread over a 2 year time period.

**SECTION 2: License History:**

**(Limit your response to 1 Page)**

Attach a copy of your State of California Contractor’s “B” License Number actual license with this form) and respond to the following questions:

a. Has Your Contractor’s License ever lapsed or been suspended by the State of California at any time during the 5 year period prior to the date of submission of your Proposal?

Yes  No

b. If yes, document the periods by date during which your license lapsed or was suspended. Provide reasons for and explain the circumstances surrounding each lapse or suspension here:

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**SECTION 3: Contract Management Plan:**

**(Limit your response to 15 Pages)**

**When developing and submitting the Contract Management Plan, for the purpose of the Technical Qualifications portion of this proposal, assume the following:**

1. The contract volume will be equal to the Estimated Maximum Value of the Zone being proposed for, including increases in value for the extensions, and spread over a 4 year time period.
2. Typical Service Work Orders will range from totals of $15,000 to $500,000 with an average size of approximately $150,000.
3. You will receive the additional two 1-year optional Contract Terms, and thus be issued Service Work Orders throughout the four (4) year contract duration.
4. Service Work Orders will be issued at a level frequency throughout the four (4) year contract duration.
5. The mix of the types of Service Work Orders will be consistent with the weights in the Combined Adjustment Formula provided in Attachment 3 - the Price Proposal Form.
6. Each Service Work Order will be for Work performed at a unique project site.
7. There will be no concentration of Work in any particular trade.

The Judicial Council of California feels that the assumptions above reasonably reflect its expectations, based on what is currently known. The Evaluation Committee is interested in being able to make a direct comparison of the various Management Plans received, each made using the same assumptions so that they can evaluate each Contractor’s understanding of the contract requirements and assess the quality of their proposed plan as relates to the delivery of said requirements in the particular Zone in question, all being based on similar assumptions for ease in comparison.

1. Provide an organizational chart indicating the functions, responsibilities and identities of the on-site and project management staff you would use to support this contract, including general manager, project managers, estimators, superintendents, and quality control personnel. Include information regarding the chain of supervision that you intend to implement in support of the execution of your responsibilities if selected for the contract. Indicate the extent of their time you anticipate the staff you propose will be assigned to this contract, given the dollar volume and time period noted above. At the bottom of the organizational chart sum the number of man-years, by position description, you assume will be necessary to fulfill your obligations under this contract. Note that manpower data provided should cover the entire contract duration of 4 years. If you are committing to assign certain named individuals to the support of this contract, provide a resume for each individual with their education, work experience, and indicate how long each individual has worked for your organization. If named individuals are proposed, any requested changes by the successful Contractors in such named personnel during the contract duration will have to be approved in writing by the Judicial Council of California Regional Facilities Manager.
2. Provide a description of how you intend to supervise your on-site project management staff, and from what geographic location(s).
3. Provide a description of how you plan to manage the process for scoping out the details of a Service Work Order request.
4. Provide a description of the bonding and insurance requirements that your organization in general imposes on its subcontractors.
5. Describe your organization’s policy of making progress payments to subcontractors.
6. Describe your organization’s approach in soliciting prices from subcontractors.
7. Describe your organization’s intent to self-perform the Work anticipated in the Agreement and what specific trades, if any, you intend to provide.
8. Describe your organization’s approach to punching-out and closing projects in a time efficient manner.
9. Describe the specific qualifications of each member of your quality control staff. Indicate their levels of authority to redirect or put a stop to work and the basis upon which this is done.
10. Describe the detailed procedures to be followed by your quality control staff in visiting the job sites; documenting the progress and quality of the Work; directing subcontractors in the correction of deficiencies; and directing Work in the event of problems, design changes, change orders, etc.
11. Describe the procedure your organization intends to implement to ensure that work is ready for inspection by the Judicial Council of California.
12. Describe your management plan for coordinating and controlling subcontractors assuming the volume and characteristics of work given above.
13. The Judicial Council of Californiais interested in the Contractor demonstrating past experience in subcontracting within the Zone being proposed for. Provide a representative list of subcontractors you have actually used within the Zone during the period of the last 3 years. For each subcontractor, list the name, city and state of its office location, and provide the following information:
    1. Approximate number of times your organization has contracted with the trade contractor with your organization serving as prime.
    2. Approximate size of each subcontract in total dollars.
    3. Contact and phone number for that trade contractor.
14. Provide a written description of your organization’s program for managing prevailing wage requirements which comply with California Labor Code, Section 1775.