



# Request for Qualifications: Pre-Qualification of General Contractors

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## Renovation and Addition to Juvenile Justice Center

Superior Court of California

County of San Joaquin

The Administrative Office of the Courts, Judicial Branch Capital Program Office seeks to prequalify General Contractors to bid on construction services for the Superior Court of California, County of San Joaquin.



ADMINISTRATIVE OFFICE  
OF THE COURTS

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JUDICIAL AND COURT OPERATIONS  
SERVICES DIVISION

JUDICIAL BRANCH CAPITAL PROGRAM OFFICE



**Judicial Council of California**  
ADMINISTRATIVE OFFICE OF THE COURTS

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REQUEST FOR QUALIFICATIONS

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**Pre-Qualification of General Contractors**

Date  
August 29, 2013

To  
General Construction Firms

From  
Administrative Office of the Courts,  
Judicial Branch Capital Program Office

Project Title  
Pre-Qualification of General Contractors  
Renovation and Addition to Juvenile Justice  
Center-County of San Joaquin  
Solicitation Number: JBCP-2013-03-BR

Send Prequalification submittals To:  
Judicial Council of California  
Administrative Office of the Courts  
Attn: Ms. Donna Ignacio  
2860 Gateway Oaks Drive, Suite 400  
Sacramento, CA 95833(*indicate RFQ  
number and project name on lower left  
corner of envelopes*)

Contact:  
[capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov)

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**Schedule of Events**

No.	Events	Dates (Calif. Time)
1	Deadline for submission of Proposer's Requests for Clarifications re: the RFQ and non-binding email of Intent to Respond	5:00 P.M. , September 13, 2013
2	Clarifications, Modifications and/or Answers to Questions posted on the "courts" website: <a href="http://www.courts.ca.gov/home.htm">http://www.courts.ca.gov/home.htm</a> .	September 19, 2013
3	<b>Pre-Qualification submittal Due Date and Time</b>	<b>2: 00 PM, Tuesday, October 1, 2013</b>
4	Posting of Pre-qualified Proposers on "courts" website (estimated).	October 10, 2013
5	Intent to Issue for Bids (estimated date)	October 17, 2013
6	Intent to Open Bids (estimated date)	November 14, 2013
7	Intent to Issue Notice to Proceed (estimated date)	December 2, 2013

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Attachments:

- A Application for Pre-Qualification of General Contractors
- B Building Information
- C Form of Submission for Questions
- D Payee Data Record
- E OCIP Insurance Manual & OCIP Safety Manual
- F General Conditions of the Contract for Construction, Document 00700

**1.0 Introduction**

This Request for Qualifications (RFQ) is the means for prospective general contractors to submit their qualifications to the AOC for the services described in this document. The RFQ and all associated documents and addenda are available in electronic form at <http://www.courts.ca.gov/home.htm>.

The Judicial Council of California, chaired by the Chief Justice of California, is the primary policy making body of the California judicial system. The Administrative Office of the Courts (AOC) is the staff agency of the Judicial Council. The Judicial Branch Capital Program Office is the division of the AOC responsible for the planning, design, and construction of new court facilities.

**2.0 Purpose of this Request For Qualifications**

The AOC seeks to prequalify a pool of qualified general contractors from which to solicit bids for the Renovation and Addition to Juvenile Justice Center. Firms selected for prequalification will be given the opportunity to submit bids for the construction of the Project as described in article 3. Subject to the conditions prescribed by the AOC and provided herein, the AOC is hereby soliciting qualifications for furnishing general contracting services for the Project. Selection will be made on the basis of qualifications. The AOC intends to prequalify a group of general contractors in a timely manner, and solicit construction bids from them shortly thereafter.

In responding to this RFQ, all Proposers are required to adhere to all of AOC requirements provided herein. All Proposers must hold a valid type B general contractor license from the State of California.

**3.0 Project Description**

The Project consists of ADA path of travel improvements, renovating existing court support space, and adding one courtroom to the existing San Joaquin County Juvenile Justice Center located at 575 West Mathews Road, French Camp, California.

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The project includes a new one-courtroom addition of approximately 4,000 building gross square feet (BGSF), and renovation of ancillary public spaces in the existing, occupied, and secure County owned juvenile detention facility.

Complete electrical, mechanical, plumbing, AV, access control, IT, CCTV and security systems shall be installed. AOC will generally be responsible for furniture fixtures and equipment (FFE) but will require contractor to coordinate power and data service that may serve the FFE. The project does not have any prescribed LEED.

It is the intention of the AOC to begin construction in fall 2013, and achieve final completion in 20 months. The main telecommunication distribution room will need to be operational prior to construction completion to allow network system and building equipment start up and testing.

The AOC may enlist the services of a Construction Manager to assist during the construction of the renovation and addition in schedule evaluation, document management, issue tracking, meeting facilitation, and other tasks.

The AOC's Estimate of the Value of Construction of this Project is approximately \$2,487,000.

The building is owned and operated by San Joaquin County; however, the State of California is the project sponsor and will manage and pay the cost of construction. Building permits are issued by San Joaquin County. There is no oversight or involvement by the California State Fire Marshal since the facility is owned by San Joaquin County. Additionally, there is no involvement or oversight by the Board of State and Community Corrections (BSCC) since no new holding cells are being constructed.

Plans, sections and elevations can be found in Attachment B, Building Information.

The project will be insured under the terms and conditions of an Owner Controlled Insurance Program (OCIP).

As this project involves renovation and addition to a secure court and justice facility, proposers shall note the following:

1. Contractor may be required to provide a list of all employees who will be working on the job. A valid California drivers license or Social Security number must be furnished for each employee if so requested.
2. Any employee may be subject to criminal history background check at the discretion of the Owner. The Owner reserves the right to bar any individual from the project.
3. Contractor is advised that the construction project will affect the Probation Department and an operating detention/courts facility. The highest level of professional conduct, safety, and timely execution of the work will be required.
4. Due to the location of the Project, the Contractor is required to exercise extra precautions to protect the public and staff as they move from one facility to the other. The pedestrian route shall be maintained in a safe and passable condition at all times.
5. All construction activities are expected to be executed with the knowledge and consent of the facility operator when work occurs inside the security perimeter/office areas. Procedures for access to secure areas will be established at the preconstruction meeting. Any threat to or breach of the secure area will be reported immediately and addressed in accordance with the established procedure. The Contractor must immediately cease activity if requested to do so by any authorized employee, officer, or agent of the County.

#### **4.0 Responding to this Request for Qualifications**

The AOC has developed the Schedule of Events (see page 2) with dates showing the key events in this solicitation process. The RFQ and schedule are subject to change, and the AOC does not send notifications of changes to this RFQ or the schedule to prospective Proposers and is not responsible for failure of any Proposer to receive notification of any change in a timely manner. Proposers are advised to visit the AOC website (<http://www.courts.ca.gov/home.htm>) frequently to check for changes and updates to the RFQ, including the Schedule. Prospective Proposers must take the following actions according to the specified timelines in order to participate in this process.

##### 4.1 Submit Requests for Clarifications:

Questions may be submitted to the AOC via e-mail using the electronic Form for Submission of Questions, which is provided as Attachment C to this RFQ, to [capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov) no later than the date identified on page 2 of this RFQ. Please indicate the RFQ number and title in the subject line. Contact with the AOC shall be made only through this email address; telephone calls will not be accepted.

##### 4.2 Optional: Email Intent to Respond:

General contractors who intend to respond to this solicitation are requested to notify the AOC by sending an email to [capitalprogramssolicitations@jud.ca.gov](mailto:capitalprogramssolicitations@jud.ca.gov) with the RFQ number and name in the subject line. This is not mandatory but is strongly encouraged, to assist the AOC in managing the RFQ process. Please include the name, address, telephone, fax number, and e-mail address of the Contractor (firm) and contact person.

##### 4.3 Preparing and Packaging Your Pre-Qualification Submittal:

Prequalification Submittals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the AOC's instructions, selection criteria of this RFQ, and completeness and clarity of content. Organizing prequalification submittals into the tab order suggested below will not only help each proposer achieve the proper emphasis, but will also facilitate review and evaluation. Attachments, except as noted, will not be accepted.

Each Proposer's Statement of Qualifications (SOQ) should clearly and accurately demonstrate specialized knowledge and experience required for consideration. In a sealed envelope (clearly marked "Prequalification submittal – (firm name). Project Name, RFQ Number"), submit the following:

- a) four (4) copies in paper form of the SOQ, which consists of a Cover Letter, completed Application For Pre-Qualification of General Contractors, and Project Approach;
- b) one (1) compact disk containing the complete SOQ and Payee Data Record form;
- c) one (1) original of the Payee Data Record form completed in the exact legal name of the Proposer's business signed by an authorized representative of the Proposer (Do not bind Payee Data Record form into the SOQ booklets).

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Tab 1. Cover Letter

Provide a cover letter that references this RFQ and confirms that all elements of the RFQ have been read and understood and that the Proposer takes no exception to the materials provided including Attachment F – General Conditions of the Contract for Construction, Document 00700 (The AOC reserves the right to make administrative changes to the General Conditions). The cover letter shall be one page maximum and signed by an individual authorized to bind the Proposer contractually. Include in the letter:

- The exact legal name, address, telephone and fax numbers, and federal tax identification number of the organization proposing to do business with the AOC (or social security number if the organization is a sole proprietorship),
- The name, telephone, fax, address, and e-mail address of one business person who is the organization's designated representative,
- The name, telephone, fax, address, and e-mail address of the contracts management or legal person who will liaise with the AOC in contractual matters.

Tab 2. Application for Pre-Qualification of General Contractors:

Complete Application form in full, per specific instructions included therein.

Section 1: Part A – General Information  
Part B – Data Required  
Part C – Questions

Section 2: Parts I through VI. The prospective contractor shall describe its specific responses to the selection criteria, numbered and titled as listed in section. Responses should provide specific information regarding experience, expertise of the key personnel, description of continuous quality improvement process, and capacity to deliver high quality general contractor construction services for this project, and any other relevant selection criteria information not provided elsewhere in the application form.

Tab 3. Proposed Approach

Provide a Project Plan for performing the construction activities described in this RFQ. The Project Plan should deal directly with the issues identified by the AOC as critical to a successful outcome: completion of site grading and utilities, building construction and site weatherization work necessary to allow construction through the winter months. Prepare a conceptual construction schedule to show how this would be accomplished. The AOC is interested in getting contractor's opinion for the optimal duration of the project. Indicate your strategies for quality control, issue anticipation and resolution throughout the project your methodology for coordination and issue tracking, as well as any other information you feel is pertinent. Include your approach to staffing the job, indicating your strategy for outreach to the local subcontracting and disabled veterans business enterprise (DVBE) community.

[Note: The AOC has contracted with the State Department of General Services, Office of Small Business and DVBE Services to assist each pre-qualified general contractor identify qualified local and DVBE certified subcontractors.]

This section shall be signed by an authorized representative of the prospective Proposer.

**5.0 Not used**

**6.0 Submitting Your Prequalification Submittal**

In order to be considered for award, the AOC requires that statements of qualifications shall be provided, in written form, not later than the time and date indicated in the Schedule of Events on page 2 of the most current version of this RFQ, to the following address:

**Judicial Council of California  
 Administrative Office of the Courts  
 Attn: Ms. Donna Ignacio  
 2860 Gateway Oaks Drive, Suite 400  
 Sacramento, CA 95833**

Prequalification Submittals are not to be submitted as e-mails. Prequalification Submittals may be sent by United States Postal Service certified mail, or overnight delivery carrier, or may be delivered in person. The Proposer assumes all risk of loss regarding any delivery method it chooses to use, and the AOC shall not be held responsible for any failure of any delivery service/method. The Proposer is solely responsible for ensuring delivery no later than the date and time specified. The AOC will return unopened, any Prequalification Submittal received after the time specified in the most current RFQ Schedule.

**7.0 Selection Process**

7.1 Prequalification Submittal Evaluation Process

An evaluation team will evaluate the Prequalification Submittal to determine its responsiveness to the AOC’s expressed needs, and score them as described below.

7.1.1 Prequalification Submittal Evaluation Process:

The Prequalification Submittals received will be analyzed and scored by members of an evaluation team. Each member of the evaluation team will assign a point score according to the following grading schedule. Points assigned by the individual team members will then be averaged to determine a Total Quality Points score for each Proposer.

Quality Points	Criteria	100 points possible
40	<p><b><u>Demonstrated Experience of the Firm:</u></b>            Demonstrated Experience of the firm in relation to the work to be performed, including demonstrated ability to meet project budgets and schedules, demonstrated effectiveness of the quality assurance program and procedures being utilized by the firm, demonstrated experience working in and adjacent to an occupied secure facility and the nature and quality of recently completed work. Finally the proposer shall demonstrate that it has the financial capacity, good</p>	

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	safety record and program, appropriate license and a good claims record as evidenced from Part II & III of Attachment A.
25	<b><u>Demonstrated Experience and Training of Project Personnel:</u></b> Demonstrated experience and training of the principals and key personnel to be assigned to the Project; continuity of firm's proposed staff.
35	<b><u>Project Plan:</u></b> The proposed Project Plan shall demonstrate the Proposer's approach to this Project indicating a clear understanding of the purpose, service, scope, and objectives of this solicitation. Attention should be given to the issue anticipation and resolution and plan to work within and adjacent to an operational secure facility and occupied court facility (30 points)  Include approach to staffing the job, and strategy for subcontracting, the Proposer's approach to reaching out to the local subcontractor and vendor community. This approach should clearly identify the Proposer's plan to encourage participation by local and disabled veterans business enterprise (DVBE) subcontractors and vendors. (5 points)

#### 7.1.2 Prequalified Contractors Eligible to Bid the Project

The Total Quality Points: The interviews will be evaluated on the same criteria as the proposals and will be calculated to establish a short list of general contractors eligible to bid the Project. Proposers not on the list will not be eligible for further consideration for this Project.

### **8.0 Disabled Veteran Participation Goals**

The AOC requires contract participation goals of a minimum of three percent (3%) for disabled veteran business enterprises (DVBEs). The AOC will require the selected firm to demonstrate DVBE compliance. Each Proposer will include a completed DVBE Participation Form when submitting their bid for the Project.

[Note: The AOC has contracted with the State Department of General Services, Office of Small Business and DVBE Services, to assist each pre-qualified general contractor identify qualified local and DVBE certified subcontractors.]

Information about DVBE resources can be found on the Executive Branch's internal website at <http://www.dgs.ca.gov/default.htm> or by calling the Office of Small Business and DVBE Certification at 916-375-4940.

## **9.0 Administrative Rules Governing this RFQ Process**

### **A. General**

1. This solicitation (the “RFQ”) (including, without limitation, any modification made thereto in the course of the solicitation), the evaluation of materials to be submitted in response to this solicitation (the “SOQ(s)”), the award of any contract, and any issues to be raised with regards to this solicitation or to these Administrative Rules Governing Requests for SOQs themselves (the “Administrative Rules”) shall be governed by these Administrative Rules. By the act of submission of an SOQ, prospective general contractors agree to be bound by these Administrative Rules. If a prospective general contractor has objections to the Administrative Rules, they must be dealt with in accordance with the provisions of Section B.
2. In addition to explaining the Administrative Office of the Courts’ (AOC’s) requirements and needs for goods and/or services, the RFQ includes instructions which prescribe the format, content, and the date and time due of SOQs that are being solicited. Prospective general contractors must adhere to all instructions provided in the RFQ when submitting SOQs.

### **B. Errors in the RFQ or Administrative Rules**

1. If a prospective general contractor who desires to submit an SOQ discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ; is of the opinion that the structure of the RFQ does not provide a correct or optimal methodology for the solicitation of the goods and/or services sought; believes that one or more of the RFQ’s requirements is onerous or unfair; believes that the RFQ unnecessarily precludes less costly or alternative solutions; or has objections to these Administrative Rules, the prospective contractor must, at least 2 full AOC business days before the due date of the SOQs, provide the AOC with written notice of the same. The written notice shall be accompanied by a written explanation of why the prospective general contractor is of the opinion that the RFQ or the Administrative Rules should be changed, as well as a written description of the modification sought. Said written notice must be in the form of an e-mail submitted to the e-mail address established for the submission of questions in the RFQ. Failure to provide the AOC with such written notice as specified above on or before the time specified above forfeits the prospective general contractor’s right to raise such issues later in the solicitation process.
2. Without disclosing the source of the request, the AOC will evaluate the request and will, prior to the date established for submission of the SOQs, at its sole discretion determine if it chooses to modify the RFQ. Any modification is made it will be published by the AOC to the AOC’s website advertising the solicitation.
3. If a prospective general contractor submitting a SOQ knows of (or if it can be reasonably demonstrated should have known of) an error in the RFQ but fails to notify the AOC of the error as prescribed above, the prospective general contractor is submitting an SOQ at its own risk, and, if awarded the work, shall not be entitled to additional compensation or time for performance by reason of such error later identified, or by reason of its later correction by the AOC.

**C. Questions and Disclosure**

1. Prospective general contractors are entitled to ask questions about the RFQ and the nature of the goods and/or services being solicited in accordance with the procedure for the submission of such questions specified in the RFQ. Except as otherwise specified below, the AOC's responses to questions submitted shall be published to the public website for the procurement.
2. Records created as part of the proposal and selection process are generally subject to California Rules of Court, Rule 10.500 and may be available to the public absent an exemption. If a firm's SOQ or proposal contains material noted or marked as confidential and/or proprietary that, in the AOC's sole opinion, meets the disclosure exemption requirements of Rule 10.500, then that information will not be disclosed pursuant to a request for public documents. If the AOC does not consider such material to be exempt from disclosure under Rule 10.500, the material will be made available to the public, regardless of the notation or markings. If a firm is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of Rule 10.500, then it should not include such information in its SOQ and proposal. A firm that indiscriminately identifies all or most of its SOQ or proposal as exempt from disclosure without justification may be deemed non-responsive.

**D. Addenda**

1. In response to questions raised, or at its sole discretion, the AOC may modify the RFQ website posting or any of any document(s) provided therein at any time prior to the date and time fixed for submission of SOQs. Such modification shall be made via a posting of such change(s) to the AOC's website.

**E. Withdrawal and Resubmission of SOQs**

1. A prospective general contractor may withdraw its SOQ, but only in its entirety, at any time prior to the deadline for submitting SOQs by notifying the AOC in writing of its withdrawal. Any such notice of withdrawal must bear the signature of an individual and assert that that individual has the requisite authority from their organization to make such a withdrawal. Withdrawals must be made in writing, and must be submitted as a PDF document by e-mail to the e-mail address established for the submission of questions in the RFQ document.
2. A prospective general contractor who has withdrawn an SOQ may thereafter submit a new SOQ, provided that it is received at the AOC no later than the SOQ due date and time specified in the RFQ.
3. Withdrawals made in any other manner, regardless of whether oral or written, will not be considered, and, if received, will not be accepted as valid.
4. SOQs cannot be withdrawn after the SOQ due date and time specified in the RFQ.

**F. Evaluation Process**

1. In accordance with the provisions of the RFQ, an evaluation will be made of all SOQs rightfully received, to determine if they are complete with regard to the materials required for submission by the RFQ and to determine if they otherwise comply with the requirements established in the RFQ.
2. If an SOQ submitted is incomplete with regards to the materials required for submission or fails to meet any other material requirement of the RFQ, the SOQ will be rejected. A requirement will be judged to be material to the extent that it is not responsive to or is not in substantial accord with requirements of the RFQ. Material deviations cannot be waived.
3. The AOC, at its sole discretion shall have the right to waive immaterial deviations of SOQs with regards to the materials submitted as well as other immaterial deviations from the requirements of the RFQ.
4. The AOC's waiver of an immaterial deviation for one prospective general contractor shall in no way act to excuse that prospective general contractor from material compliance with any other RFQ requirement. The AOC's waiver of an immaterial deviation for one prospective general contractor shall in no way act to excuse other prospective general contractor(s) from material compliance with that same requirement.
5. SOQs that make false or misleading statements or contain false or misleading information may be rejected, if, in the AOC's sole opinion, the AOC concludes that said statements and/or information were intended to mislead the AOC.
6. During the evaluation of the SOQ's, the AOC has the right to require a prospective general contractor's representatives to answer questions with regard to the SOQ submitted. Failure of a prospective general contractor to demonstrate that the claims made in its SOQ are in fact true may be sufficient cause for deeming a SOQ to be materially in non-compliance with the requirements of the RFQ.

**G. SOQs: Rejection, Negotiation, Selection Rights**

1. In accordance with the provisions of the RFQ, the AOC may reject any or all SOQs.
2. The AOC reserves the right to negotiate the content of the SOQ proposed with individual prospective general contractors if it is deemed in the AOC's best interest.
3. The AOC reserves the right to make no selection if SOQs are deemed to be outside the fiscal constraints of, or against the best interest of, the State of California.

**H. Suitability of SOQ submittal**

1. The AOC reserves the right to determine the suitability of Prequalification Submittals on the basis of a Prequalification Submittal's meeting administrative requirements, technical requirements, and its assessment of the demonstrated experience of the firm, the demonstrated experience and training of project personnel, and the project plan.

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**I. Decision**

1. Questions regarding the AOC's prequalification of general contractors on the basis of Prequalification Submittals, submitted in response to this solicitation document or on any related matter, should be addressed to the individual listed in the Submitting Your Prequalification Submittal section of this RFQ, who will forward the matter to the appropriate AOC contracting officer.

**End of RFQ**