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DEPARTMENT OF  
PUBLIC WORKS

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO  
CALIFORNIA

AUGUST 19, 1993

CITY HALL  
ROOM 207  
915 I STREET  
SACRAMENTO, CA  
95814-2673

916-264-7110

ADMINISTRATION  
916-264-7100

FAX 916-264-5575

City Council  
Sacramento, California

Honorable Members In Session:

**SUBJECT:** APPROVAL OF THE ATTACHED RESOLUTION AUTHORIZING THE  
ADVERTISEMENT, PRE-QUALIFICATION AND RECEIPT OF BIDS FOR  
MEADOWVIEW COMMUNITY CENTER CONSTRUCTION PROJECT  
(CB21)

**LOCATION AND COUNCIL DISTRICT:**

2450 Meadowview Road, Sacramento - Council District # 8

**RECOMMENDATION:**

This report recommends that the City Council adopt the attached resolution authorizing the advertisement, pre-qualification and receiving of bids for the Meadowview Community Center Construction Project

**CONTACT PERSON:** Greg Hovious, Contract Officer 433-6377  
Yadi Kavakebi, Project Manager, 433-6221

**FOR COUNCIL MEETING OF:** September 7, 1993

**SUMMARY:**

Council has previously awarded a contract for asbestos removal and authorized advertising and receipt of bids for demolition of the existing buildings and gas station and erection of a wall along the south property line of the Meadowview Community Center project. This report requests authorization to advertise and receive bids for the construction of the Meadowview Community Center Project. This portion of the project will involve pre-qualification of contractor teams based on experience, MBE / WBE subcontractor participation and community commitment.



## **BACKGROUND INFORMATION:**

The construction of the Meadowview Community Center will involve a number of building trades. The prime contractor submitting a bid for the project will subcontract a substantial amount of the work. To maximize MBE / WBE subcontractor participation in the project, staff is recommending the traditional sealed bid process be supplemented by a pre-qualification process.

The pre-qualification process will require prime contractors who are interested in submitting a sealed bid for construction pre-qualify their contracting team through the submission of a statement of qualifications. The prime contractor will be allowed to include as many subcontractors as they wish on their teams provided that the bid submitted by the prime contractor exceeds or meets the MBE / WBE participation goals. The pre-qualification criteria includes:

- Demonstrating skill, capacity and experience to build the project
- Exceeding or meeting the MBE participation goal of 10.57% of the total contract amount;
- Exceeding or meeting the WBE participation goal of 9.5% of the total contract amount;
- Commitment to utilizing the Office of Economic Opportunity in Construction (OEOC) for new hires; and,
- Commitment to utilizing local subcontractors, suppliers and work force to optimize local economic development.

The entire pre-qualification package is attached hereto as Exhibit A. After the pre-qualification of contractor teams is completed, all those qualifying will be invited to submit sealed bids for the project. Staff will recommend award to the lowest responsive bidder.

Staff has presented this process to the Sierra Building Trades Council, Associated General Contractors of America, the Northern California Minority Trades Council and the Sacramento Builders Exchange. All organizations endorse the process. The Office of Minority, Women and Small Business and the City Attorney's office have also approved of the pre-qualification process.

The statement of qualifications submitted by the contract teams will be reviewed by a committee comprised of representatives from the Meadowview Community Group, Neighborhood Services, Office of Minority, Women and Small Business, Facility Management and City Council. The scoring criteria is pass / fail.

The pre-qualification process will take approximately seven weeks. The asbestos removal, demolition of the existing structures and erection of the wall along the south property line should be complete by that time.

**FINANCIAL CONSIDERATIONS:**

The unobligated fund balance as of this date for CB21 is \$4,819,963 as of August 17, 1993, which is sufficient to cover the estimated cost of \$3,150,000 for construction of the Meadowview Community Center. A non-refundable fee of \$50.00 will be charged for Plans and Specifications.

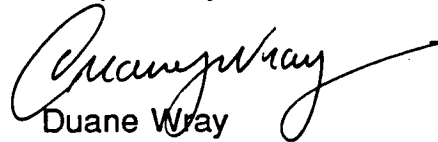
**POLICY CONSIDERATIONS:**

Supplementing traditional sealed bids with the pre-qualification process described herein is consistent with Sacramento City Code Title 58.

**MBE/WBE EFFORTS:**

To encourage minority participation, plans and specifications will be sent to seven plan rooms and construction services organization for publication. Four are directly involved with MBE/WBE construction firms. Staff will actively recruit available MBE/WBE firms to participate in the bid process. The pre-qualification process will directly focus on exceeding or meeting the MBE / WBE goals.

Respectfully submitted,



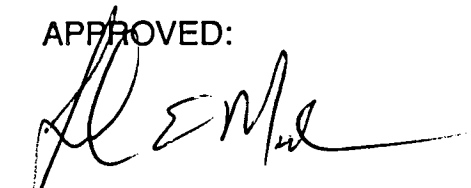
Duane Wray  
Facility Manager

RECOMMENDATION APPROVED:



WILLIAM H. EDGAR  
City Manager

APPROVED:



JOHN E. MEDINA  
Director of Public Works

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

## RESOLUTION AUTHORIZING THE ADVERTISEMENT, PRE-QUALIFICATION AND RECEIPT OF BIDS FOR MEADOWVIEW COMMUNITY CENTER CONSTRUCTION PROJECT (CB21)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

- Staff is authorized to advertise and receive pre-qualification statements; and
- The City Clerk is hereby authorized to advertise and receive bids for Meadowview Community Center Construction Project (CB21)

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



DEPARTMENT OF  
PUBLIC WORKS

FACILITY MANAGEMENT  
DIVISION

CITY OF SACRAMENTO  
CALIFORNIA

5730 - 24TH STREET  
BUILDING ONE  
SACRAMENTO, CA  
95822-3699

PH 916-433-6220  
FAX 916-395-3250

DUANE J. WRAY  
FACILITY MANAGER

## NOTICE TO CONTRACTORS PRE- QUALIFICATION FOR MEADOWVIEW COMMUNITY CENTER

The City of Sacramento is soliciting Statements of Qualifications for the construction of the Meadowview Community Center.

This Request for Qualifications provides a project description and instructions for submitting Statements of Qualifications. The 90 % Contract Documents are available for viewing at the following locations:

- City of Sacramento, Department of Public Works, Facility Management Division, 5730 24th Street, Building 1, Sacramento, CA 95822;
- City of Sacramento, Department of Public Works, 927 10th St., Room 100, Sacramento, Ca 95814
- Construction Data & News, 1791 Tribute Rd. Suite D, Sacramento, CA 95815
- Greater Sacramento Small Business Development Center 1787 Tribute Road, Suite. A, Sacramento, CA 95815
- Small Business Exchange, 1400 S Street, #208, Sacramento, CA 95814
- Sacramento Builders Exchange, 1331 T Street, Sacramento, CA 95814
- Sacramento Minority Business Development Center, 1779 Tribute Road, Suite. J, Sacramento, CA 95815
- Women Construction Owners & Executives, 1015 27th Street, Sacramento, CA 95816

**Exhibit A**

Complete sets of this Request for Qualifications and the plans, specifications, and other construction documents are available for purchase at Brownie's Blueprint Co., ATTN: THE VAULT, 1322 V Street, Sacramento, California, phone (916) 433-1322. Full sets will be available at a price of \$50.00. Please be advised the 90% Contract Documents are provided for the purpose of assisting contractors with the scope of work and subcontract opportunities only. These documents are not intended for the actual construction of the project. The actual construction documents will be available after this Pre-Qualification process is complete.

**A mandatory pre-submission meeting will be held at 10:00 a.m. on Thursday, September 23, 1993, at the Sacramento Marina, 2710 Ramp Way, Sacramento, California and Statements of Qualifications submitted in response to this Request for Qualifications will be due at 3:00 p.m. on Wednesday, October 20, 1993, at the Facility Management Division, 5730 24th Street, Building 1, Sacramento, CA 95822, Attn: Greg Hovious, Contract Officer.**

All submittals must strictly conform to the requirements described in this Request for Qualifications.

## EVALUATION CRITERIA

A uniform rating procedure will be applied to evaluate those firms desiring to be pre-qualified to bid this project. Contractors who meet or exceed the qualifying level will be invited to submit sealed bids for the project.

### Skill Capacity and Experience

To be considered pre-qualified to submit bids for the project, Contractors must demonstrate skill, capacity and experience to construct the Meadowview Community Center. Attachment A sets forth the criteria general contractors will be evaluated on.

General contractors who achieve a passing score on Attachment A will then be evaluated on the following criteria to select a list of contractors qualified in bidding on the project.

### MBE / WBE Participation in Project Team

**The Minority Business Enterprise (MBE) goal for this project is 10.57% of the total contract amount. The Women Business Enterprise (WBE) goal for this project is 9.5% of the total contract amount.** Contractors are required to list all proposed subcontractor team members, with sufficient MBE / WBE subcontractors to exceed or meet the goals for MBE / WBE subcontractor participation on Attachment B hereto<sup>1</sup>.

MBE / WBE subcontractors may participate in more than one team and contractors may list multiple subcontractors for the same task(s), for the purpose of pre-qualification of the team. After a contract team is pre-qualified substitutions of subcontractors will only be allowed as follows:

- Any subcontractor team member who no longer conducts business, is no longer in possession of a valid contractors license or is otherwise unable to participate in the construction of the project may be deleted from a team; provided that the goals for MBE / WBE participation are still exceeded or met by the pre-qualified contractor submitting a bid for the construction of the project.
- New MBE / WBE team members may be added after the pre-qualification process up to ten (10) days before the sealed bid date; provided that the goals for MBE / WBE participation are still exceeded or met by the pre-qualified contractor submitting a bid for the construction of the project.

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<sup>1</sup>If the goals are not exceeded or met, the contractor must make an acceptable good faith effort. Contact the Contract Officer for information on Good Faith Efforts and the documents required to be completed and submitted.



### Local Content - Economic Development

The City of Sacramento is committed to utilizing a community work force to optimize local economic development and share the benefits of the project with the local community. To optimize the employment of available qualified community members, the Office of Economic Opportunity in Construction (OEOC), a joint City, County and SHRA organization, will maintain a listing of qualified applicants for employment for this project. All contractors and subcontractors, as a material provision of any contract which may arise from this pre-qualification and any subsequent bid, agree that all requirements for new hires on this project will be through OEOC. Contractors and subcontractors will be required to give any qualified referral from OEOC first opportunity at any vacancy or new hires. After giving all qualified OEOC referrals first opportunity, contractors and subcontractors are free to exercise normal hiring practices and continued employment standards. The intent is to give OEOC referrals a chance at employment, not dictate the contractor or subcontractor work force.

In addition the City of Sacramento is committed to utilizing local subcontractors, suppliers, and work force to optimize local economic development. In order to foster local economic growth, the City is seeking those contractors who will commit a substantial portion of the available subcontract work to local business enterprises.

The information contained in the submission package shall be the sole criteria used to evaluate contractors for pre-qualification to bid the Meadowview Community Center. Contractors are encouraged to give complete responses. False, incomplete, or unresponsive statements in connection with the applicant's pre-qualification document may be sufficient cause for rejection.

This solicitation does not commit the City to award any contract. The City is not liable for any costs incurred by the applicant in the preparation and submission in response to this solicitation

\_\_\_\_\_  
Name of Firm

Return three (3) copies of these attachments ( A - C ) on or before 3:00 p.m., Wednesday, October 20, 1993, to :

**Gregory P. Hovious, Contract Officer  
Facility Management Division  
5730 24 Street, Bldg 1  
Sacramento, CA 95822-3699**

**EXPERIENCE & CAPABILITIES**

**SURETY**

Attach a notarized statement from the bonding company your firm proposes to use indicating their commitment to provide bonding in the amount of the estimated dollar value of the work.

List the names of bonding companies utilized in the last five (5) years, for projects of similar dollar size. State the number of times the bonding company has completed any part of your work during the last five (5) years.

1. _____ Name of Bonding Company	_____ Address	
_____ Contact Name/Title	_____ Telephone	_____ FAX
_____ Project Name	_____ Amount Bonded	_____ % Completed By Surety
_____	_____	_____
_____	_____	_____
2. _____ Name of Bonding Company	_____ Address	
_____ Contact Name/Title	_____ Telephone	_____ FAX
_____ Project Name	_____ Amount Bonded	_____ % Completed By Surety
_____	_____	_____
_____	_____	_____

**ATTACH BONDING STATEMENT FOLLOWING THIS PAGE  
COPY AND ATTACH ADDITIONAL SHEETS AS REQUIRED**

\_\_\_\_\_  
Name of Firm

**INSURANCE**

Attach a notarized statement from Workers Compensation carrier specifying contractor's current Experience Modification Rating for Workmen Compensation for the State of California. List references ratings corresponding company for the last three (3) years.

1. \_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Name/Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Rating

2. \_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Name/Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Rating

3. \_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Name/Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Rating

4. \_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Name/Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Rating

**ATTACH RATING FORM FOLLOWING THIS PAGE  
COPY AND ATTACH ADDITIONAL SHEETS AS REQUIRED**

\_\_\_\_\_

Name of Firm

**TERMINATION/FAILURE TO COMPLETE**

Have you or your firm or any officer or partner thereof, been terminated by an owner, owner's representative or contracting party, or otherwise failed to complete a contract? \_\_\_\_\_ If so give details:

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Name of Firm

**RELEVANT EXPERIENCE OF THE FIRM**

List relevant construction completed in the last five (5) years. List at least one contract of similar dollar size.

1. \_\_\_\_\_

Project Name	Location		
_____ Owner	_____ Representative	_____ Telephone Number	
_____ Architect	_____ Project Contact	_____ Telephone Number	
_____ Construction Manager	_____ Project Contact	_____ Telephone Number	
_____ Project Type (Office, Library, ect.)	_____ Gross Square Footage	_____ UBC Construction Type	_____ UBC Occupancy Group
_____ Scheduled Completion Date	_____ Actual Completion Date	_____ Explain Difference if any	
_____ Original Contract Amount	_____ Final Contract Amount	_____ Explain Difference if any	

ADDITIONAL COMMENTS: \_\_\_\_\_  
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RELEVANT EXPERIENCE OF THE FIRM continued

2. \_\_\_\_\_

Project Name	Location		
_____	_____	_____	_____
Owner	Representative	Telephone Number	
_____	_____	_____	_____
Architect	Project Contact	Telephone Number	
_____	_____	_____	_____
Construction Manager	Project Contact	Telephone Number	
_____	_____	_____	_____
Project Type (Office, Library, ect.)	Gross Square Footage	UBC Construction Type	UBC Occupancy Group
_____	_____	_____	_____
Scheduled Completion Date	Actual Completion Date	Explain Difference if any	
_____	_____	_____	
Original Contract Amount	Final Contract Amount	Explain Difference if any	
_____	_____	_____	

ADDITIONAL COMMENTS: \_\_\_\_\_

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RELEVANT EXPERIENCE OF THE FIRM continued

3. _____		_____
Project Name _____ Owner _____ Architect _____ Construction Manager _____	Location _____ Representative _____ Project Contact _____ Project Contact _____ Gross Square Footage _____ UBC Construction Type _____ Actual Completion Date _____ Final Contract Amount _____	Telephone Number _____ Telephone Number _____ Telephone Number _____ UBC Occupancy Group _____ Explain Difference if any _____ Explain Difference if any _____

ADDITIONAL COMMENTS:

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**CITY OF SACRAMENTO SUBCONTRACTOR PARTICIPATION VERIFICATION**

Page \_\_\_ of \_\_\_

Name of Prime Contractor	Project No.	Total Estimated Bid Amount	Date:	Total Percentage of:			
				MBE _____%	WBE _____%		
Subcontractor name to include certified MBE/WBE Include Prime if a MBE/WBE	*See below			Items of Work and/or Description of Work or Service Subcontracted or Materials to be provided to meet the goals	Estimated		List the Certifying Agency, ie., Sacramento City, RT, or Cal Trans and the assigned Certification No.
	Tier Code	M/WBE Code	Area Code		\$	%	
<b>TOTAL</b>							

**Certification from agencies that utilize Code of Federal Regulations 49 Criteria in the certify of Minority or Woman Business Enterprises is accepted.**

**\*TIER:**  
 0. = Prime or Joint Contractor; 1. = Primary Subcontractor; 2. = Subcontractor/Supplier of level 1; ETC.

**\*ETHNIC CODE**

A. Caucasian Woman Owned (WBE)	D. Asian or Pacific Islander Woman Owned (WBE)	2. Hispanic Male Owned (MBE)
B. Black Woman Owned (WBE)	B. Native American Woman Owned (WBE)	3. Asian or Pacific Islander Male Owned (MBE)
C. Hispanic Woman Owned (WBE)	1. Black Male Owned (MBE)	4. Native American Male Owned (MBE)

**\*AREA CODE**  
 1. = City of Sacramento, 2. = County of Sacramento (not within City limits), 3. = All other geographic locations.

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## CONTRACTOR STATUS FORM

(To be completed by each Contractor and all subcontractors)

Status of Contractor proposing to do business:

Individual Contractor's Name \_\_\_\_\_

General Partnership Address \_\_\_\_\_

Limited Partnership \_\_\_\_\_

Corporation County \_\_\_\_\_

Federal Employer ID# \_\_\_\_\_

State of California Employer ID # \_\_\_\_\_

City of Sacramento Business Operation Tax Certificate Number \_\_\_\_\_

Contractor's License Number and Type \_\_\_\_\_

**A. INDIVIDUAL**

If a sole proprietorship, state the true name of the sole proprietor:

\_\_\_\_\_

**B. PARTNERSHIP**

If a partnership, identify the names of the partners: \_\_\_\_\_

\_\_\_\_\_

**C. CORPORATION**

Place and date of incorporation \_\_\_\_\_

Date corporation was authorized to do business in California: \_\_\_\_\_

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other Officers: \_\_\_\_\_

