



FEAA - CONSTRUCTION PROJECT PREQUALIFICATION

Except as otherwise provided in this policy, prequalification for District construction projects shall be governed by Policies DJ (Purchasing), DJA (Purchasing Authority), DJB (Purchasing Procedures) and DJG/DJGA (Vendor Relations, Sales Calls and Demonstrations). As used in this policy, “construction projects” include new facility construction, additions and remodel/retrofit, as well as infrastructure installation and modifications.

Design professionals, construction managers and contractors may be prequalified for one or more of the following types of District construction projects, which shall include new facility construction, additions and remodel/retrofit: (a) early childhood and elementary schools; (b) middle schools; (c) high schools; (d) administrative buildings; and/or (e) athletic facilities. Design professionals, construction managers and contractors may also be prequalified for various types of infrastructure installation and modifications, as determined by the director of planning, design and construction or director of facility services.

Design professionals, construction managers and contractors shall be prequalified at least once every five years. Prequalified design professionals, construction managers and contractors shall be eligible to submit price quotes and to participate in competitive bidding and competitive proposal processes for the award of contracts on District construction projects. The purpose of prequalification is to streamline the process of securing contracts on District construction projects by ensuring that all design professionals, construction managers and contractors that participate in the contract award process are properly qualified and able to perform the work if selected. Prequalification shall not be used to award a contract without the required procedures for price quotes, competitive bidding or competitive proposals.

The determination of whether a design professional or construction manager is prequalified shall be based on the information it provides in a Statement of Qualifications and in response to follow-up inquiries from the District, if any. The required form and content of the Statement of Qualifications for design professionals and construction managers shall be jointly established by the Planning, Design and Construction Department or Facility Services Department and the Purchasing and Materials Management Department, and shall include the following information:

- Completed AIA Document B305 - 1993 or successor form, as appropriately modified for the design professional/construction manager to which it applies.
- Design professional's/construction manager's previous work for District.
- Design professional's/construction manager's experience on projects of similar type and size.

- Whether the design professional/construction manager or any of its principals has ever declared bankruptcy under their current names or a former name.
- Whether the design professional/construction manager or any of its principals has ever made an assignment for the benefit of creditors.
- Whether there are any unsatisfied judgments or liens against the design professional/construction manager or any of its principals.

The determination of whether a contractor is prequalified shall be based on the information it provides in a Statement of Qualifications and in response to follow-up inquiries from the District, if any. The required form and content of the Statement of Qualifications for contractors shall be jointly established by the Planning, Design and Construction Department or Facility Services Department and the Purchasing and Materials Management Department, and shall include the following information:

- Completed AIA Document A305 - 1986 or successor form.
- Contractor's previous work for District.
- Contractor's experience on projects of similar type and size.
- Contractor's bonding capacity.
- Whether the contractor or any of its principals has ever declared bankruptcy under their current names or a former name.
- Whether the contractor or any of its principals has ever made an assignment for the benefit of creditors.
- Whether there are any unsatisfied judgments or liens against the contractor or any of its principals.

Requests for Qualifications shall be issued by the Purchasing and Materials Management Department, which shall also receive responsive Statements of Qualifications and other information submitted by interested design professionals, construction managers and contractors. Select personnel as determined by the director of planning, design and construction or director of facility services shall, in accordance with predetermined criteria, evaluate all Statements of Qualifications and other information submitted. Evaluation results shall be memorialized in writing and maintained by the Purchasing and Materials Management Department and by the Planning, Design and Construction Department or Facility Services Department, as appropriate.

Adopted by Superintendent: March 8, 2017

CROSS REFS:

DJ, Purchasing

DJA, Purchasing Authority

DJB, Purchasing Procedures

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations

FE, Construction Projects and Contracting Procedures