Exhibit A  
 Qualifications Questionnaire

for Design-Build Services

1. **DESIGN-BUILDER IDENTIFICATION**
   1. Date of Submittal of Statement of Qualifications
   2. Legal Name of Design-Build Entity
      1. d/b/a Name (if different than legal name)
      2. Street Address
      3. City, State, Zip Code
      4. Federal ID Number
      5. Website URL
   3. Identification of Primary Contact Person
      1. Name
      2. Title
      3. Office Telephone Number
      4. Cellular Telephone Number
      5. E-mail address
   4. Statement of Qualifications Affirmation:

*I affirm under the penalties of perjury that the facts and information included in this Statement of Qualifications are true and correct to the best of my knowledge and belief.*

Signature:

Name (Printed):

Title:

Date:

1. **EXECUTIVE SUMMARY**
   1. Provide a concise statement that summarizes the reasons, in accordance with the stated evaluation criteria, why this team should be considered a highly qualified Design-Builder.
2. **ORGANIZATION AND LEADERSHIP**
   1. What is the business organization of the Design-Build Entity?
   2. Provide the following information about the individuals in key leadership roles for the Project. Individual resumes will suffice so long as the below details are included and their role in the Project team is clear or the resume is supplemented to make the necessary details clear.
      1. Individual’s Name
      2. Company / Title / Role on this Project.
      3. Education and Training.
      4. Professional Registrations and Certifications.
      5. Professional Experience, Representative Projects and Particular Talents.
      6. Responsibilities, other than this Project, that will run concurrently with this Project.
      7. Tenure this person has with the company, and in the current position.
   3. Describe your management plan for this type of Project.
      1. Describe how the Design-Builder will guide the Owner through making trade-off decisions that will result in a final design that optimizes the tension between maintaining the initial Project budget and selecting systems and components that may have the overall lowest total cost of ownership, but a higher initial cost.
      2. Describe how the Design-Builder will maintain Project schedules.
      3. Describe how the Design-Builder will maintain a healthy and safe optimum Project site and Community environment during the execution of the Design-Build Project.
      4. Describe how the Design-Builder will drive early integration and cohesion, both within its team and with the Owner’s prime stakeholders for the Project.
      5. Describe how the Design-Builder will manage quality assurance and quality control in the design-build process, including both design and construction phases of the Project.
   4. Provide a statement that the Design-Builder and/or team members have the licenses, registrations, and credentials required to design and construct the Project.
      1. List the names of all professionals who will provide the certifications necessary for this Project and provide proof of certification of each.
      2. List the names of any individuals or entities that hold trade licenses or certifications that are needed for this Project and provide proof of each.
      3. List the names of any individuals or entities on the Design-Builder’s team who have ever been involved in debarment, disqualification or removal from a federal, state or local government public works Project. Include the names of any individual or company that has had its license suspended or revoked. Provide an explanation of the situation and any extenuating circumstances or remediation that otherwise would qualify the individual or entity to serve effectively as part of the Design-Builder’s team for this Project. If there are no such circumstances, please indicate so.
      4. Disclose any association or other circumstance that could be construed as a conflict of interest with the Owner, its consultants and established vendors. If you do not believe there to be any such circumstances, please indicate so.
3. **GENERAL QUALIFICATIONS**
   1. Provide financial statements for the Design-Builder that are specific enough in detail so that the Owner can make proper determination of the Design-Builder’s capability for completing the project if awarded.
      1. Provide audited financial statements for the past two (2) full years.
      2. Provide a balance sheet for the current year that is no more than three (3) months old.
   2. Provide a Statement containing information concerning any bankruptcy or receivership, past or present of the Design-Builder or a member of the Design-Builder’s team. If there are no such circumstances, please indicate so.
   3. Provide an account of any history of litigation and formal disputes within the past ten (10) years between any Public Entity Owner, or any other Owner, and the Design-Builder or any member of the Design-Builder’s team. If there are no such circumstances, please indicate so. If applicable:
      1. Provide a list of all outstanding or past judgments or lawsuits against the Design-Builder, its team members and/or Owners.
      2. Provide a summary of any mediation or arbitration history of the Design-Builder and its team members in the past ten (10) years.
   4. Provide the following information to allow the Owner to evaluate the Design-Builder’s safety performance record. Provide this information for the firm that will be providing the umbrella of leadership responsibility and liability for the Design-Builder.
      1. Provide one (1) copy of the Design-Builder’s Occupational Safety and Health Administration (OSHA) Form 300A, Summary of Work-Related Injuries and Illnesses for each of the three (3) calendar years preceding the current year.
      2. Provide Design-Builder’s illness and injury days away, restricted, or transfer case incident rate (DART) for each of the past three (3) years.
      3. Provide Design-Builder’s SIC (Standard Industrial Classification) and/or NAICS (North American Industrial Classification System) Codes as defined by the U.S. Department of Labor’s Bureau of Labor Statistics (BLS).
      4. Provide documentation and a summary of the Design-Builder’s on-going Safety and Training plans that are most pertinent to this Project.
   5. Provide a statement regarding any prior serious, repeat, willful, or criminal violation of the federal Occupational Safety and Health Act of 1970 for the Design-Builder or any member of the Design-Builder’s team. If no such violations exist, provide a statement attesting to that fact.
   6. Please include information for the person that would be primarily responsible for safety on this Project.
4. **EXPERIENCE AND PERFORMANCE RECORD**
   1. How long has your firm/team been involved in the Design-Build profession? Please provide an overview of your company’s history in providing professional services for Public Owners in California.
   2. What experience do the team members identified for this Project have in providing Design-Build services for projects of similar size and scope as the proposed Project?
   3. What experience do the team members identified for this Project have in working together successfully on other Projects of similar size and scope as the proposed Project that have used delivery methods other than Design-Build?
   4. Provide a list of up to five similar projects constructed by the Design-Builder and Design-Builder’s team that are most representative of the experience required for this Project. For each project, provide the following information:
      1. Name of the Project
      2. A brief description of the project. Why did you include it as an example?
      3. Type of project delivery used
      4. Design-Build Entity’s role in the Project
      5. Other Design-Builder’s teammates roles in the Project
      6. Legal name of Owner
      7. Owner’s Contact Person (Name, title, telephone, e-mail)
      8. Collateral information you feel would add value to Owner’s evaluation
   5. Has your firm ever failed to complete a project within the past ten (10) years? If the answer is “yes”, please explain.
   6. Provide a summary statement that the Design-Builder and/or team members have completed or demonstrated the experience, competency, capability to complete projects of similar size, scope or complexity; and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the Project
5. **ADDITIONAL REFERENCES**
   1. Please provide at least three additional references from Owners other than those listed in response to question 5.4 above.
6. **INSURANCE & BONDS**
   1. Please provide a Statement of Offeror’s Ability to Provide Performance and Payment Bonds. The Offeror must have the ability to obtain performance and payment bonds in the amount of the estimated Project budget as defined in **Section 2.4 of the RFQ**. Offeror shall provide a letter signed by an authorized representative of Offeror’s surety company (or agent) confirming that the Offeror can meet this minimum requirement. Any Offeror who fails to meet this mandatory minimum requirement will be considered non-responsive and will not be considered further by the Owner in this Procurement. The surety shall be a company authorized to conduct business in the state of California.
   2. Provide Certificate(s) of Insurance demonstrating compliance with the below minimum coverages.

| **Type of Insurance** | **Minimum Limits**  **Per Claim/Occurrence** | **Minimum Limits**  **Aggregate Policy Limits** |
| --- | --- | --- |
| **1.** Worker’s Compensation | Statutory Limits | Statutory Limits |
| **2.** Employer’s Liability(Bodily Injury by Accident) | $1,000,000 | $1,000,000 |
| **3.** Commercial General Liability | $2,000,000 | $2,000,000 |
| **4.** Commercial Automobile Liability | $1,000,000 | $1,000,000 |
| **5.** Professional Errors and Omissions | $2,000,000 | $2,000,000 |

1. **SECTION 8: COLLATERAL MATERIAL**
   1. Include any other material you feel would help the Owner’s evaluation committee understand and appreciate your capabilities and unique distinction that would make the Owner’s evaluation committee consider you most highly qualified to serve as Design-Builder for this Project.
   2. Note: There is no requirement to include any collateral material. If any is included, it is at the prerogative of the Design-Builder. Any and all collateral material should be placed behind Section 7 of this questionnaire.