



**SAN FRANCISCO PUBLIC  
UTILITIES COMMISSION  
INFRASTRUCTURE DIVISION**

*Request for Qualifications for  
Water Well Drilling Projects*

Parts I, II, III & IV

**JANUARY 13, 2009**

**CONTRACT ADMINISTRATION BUREAU  
SAN FRANCISCO PUBLIC  
UTILITIES COMMISSION  
1155 MARKET STREET, 9TH FLOOR  
SAN FRANCISCO, CALIFORNIA 94103**

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## SAN FRANCISCO PUBLIC UTILITIES COMMISSION

### *Request for Qualifications for Water Well Drilling*

#### **1. Introduction**

The San Francisco Public Utilities Commission (the “SFPUC”) is issuing this Request for Qualifications (“RFQ”) in search of candidates (“Candidates”) who have the necessary qualifications as set forth in this RFQ to be pre-qualified to bid water well drilling projects. Whether a Candidate has such qualifications will be determined through the evaluation process described in Section 3(c) of this RFQ. Candidates chosen through this process (“Qualified Candidates”) will be notified of their eligibility to bid on selected SFPUC projects. Qualified Candidates may be required to meet additional qualifications as listed in project-specific bid packages. Candidates responding to this RFQ do so with the understanding that they are not guaranteed the awarding of contracts and work.

#### **SFPUC Background**

The SFPUC is a department of the City and County of San Francisco that provides retail drinking water and sewer services to San Francisco, wholesale water to three other Bay Area Counties, and hydroelectric power to San Francisco’s municipal operations. The SFPUC also supplies drinking water to 2.4 million customers in the four Bay Area counties of Alameda, Santa Clara, San Mateo and San Francisco. Headquartered at 1155 Market Street in San Francisco, the SFPUC has approximately 2,000 employees with a combined annual operating budget of approximately \$400 million.

The mission of the SFPUC is to:

- Serve San Francisco and its Bay Area customers with reliable, high quality, and affordable water, while maximizing benefits from power operations and responsibly managing the resources entrusted to its care;
- Protect public health, public safety and the environment by providing reliable and efficient collection, treatment and disposal of San Francisco’s wastewater;
- Conduct its business affairs in a manner that promotes efficiency, minimizes wastes, and assures rate payer’s confidence; and
- Promote diversity and the health, safety, and professional development of its employees.

#### **Water Well Drilling Projects Background**

As part of the SFPUC’s Water System Improvement Program, the SFPUC plans to install groundwater wells for regular and dry year water supply. There are three groundwater projects:

- Groundwater Project A: Restore Lake Merced Water Levels
- Groundwater Project B: North Westside Basin (Local Groundwater)
- Groundwater Project C: South Westside Basin (Conjunctive Use)

At the time of RFQ development, the SFPUC has two water well drilling contracts scheduled to be let under the South Westside Basin Conjunctive Use Project (Groundwater Project C). There is potential for the SFPUC to let additional water well drilling projects in the future and all contractors pre-qualified under this program would be eligible to bid on those projects.

## SFPUC South Westside Basin Conjunctive Use Project, Phase I & II

The South Westside Basin Groundwater Conjunctive Use Project is a regional dry-year groundwater supply project located in northern San Mateo County. The objective of the Project is to develop a new dry-year groundwater supply that can be utilized at a rate of 8,100 acre-feet per year during the 7-1/2 year design drought cycle. During normal and wet years the SFPUC will deliver supplemental surface water to Daly City, San Bruno, and Cal Water (South San Francisco District) in place of groundwater pumping. Reducing such pumping in normal and wet years thereby increases the volume of groundwater in storage that can be pumped in dry years.

As part of the Project, sixteen (16) test wells at fifteen (15) sites in the South Westside Basin are currently scheduled to be drilled, installed, and tested. Test wells will be drilled to depths ranging from approximately 550 to 750 feet using the reverse rotary method and constructed with 12-inch diameter mild-steel or stainless-steel casing and stainless-steel screen with artificial filter pack and sanitary seal. Typical well pumping capacities are expected to range from 300 to 600 gallons per minute (gpm).

The work under this project will be performed under two separate contracts. The first contract will include six (6) test wells, for which the fieldwork is preliminarily scheduled for September through December 2009. The second contract will include ten (10) test wells; the fieldwork for this contract has been preliminarily scheduled for January through June 2010. The fieldwork schedule is based on the expectation that drilling and well installation will require two drilling rigs and necessary crews working simultaneously and continuously (24 hours a day / 7 days a week) under each contract. Constant-rate pumping tests will be conducted on each well continuously over a 2-3 day period. Well development activities will be performed during normal business hours.

Several of the test well sites are located adjacent to residential developments and streets with high traffic volumes. The selected drilling contractor will be required to comply with the SFPUC Water System Improvement Program (WSIP) Standard Construction Measures, which include a) on-site air and water quality measures during construction; b) local noise ordinances regulating construction noise and minimize noise disruption to nearby neighbors and sensitive receptors to the maximum extent feasible; and c) traffic control measures requiring the contractor to provide information (e.g., construction duration, types of vehicles onsite, traffic blockage, parking space blockages) to the local departments of parking and traffic permit offices, and obtain permits from them for use during construction. A NPDES well discharge permit may also be required for each site, necessitating well development and pumping test water to be contained temporarily to allow settling of suspended solids and turbidity prior to discharge into the storm drain system. The selected drilling contractor will also be responsible for developing and implementing a stormwater pollution prevention plan (SWPPP) approved by the San Francisco Bay RWQCB. Final well specifications will be included in each of the well drilling contracts' bid package, which are scheduled to be available in March 2009.

## **2. Pre-qualification Requirement**

In order to be selected as a Qualified Candidate on selected projects, all bidders must be pre-qualified unless the invitation to bid for that project provides otherwise. It is mandatory that the respective Candidate fully complete the Candidate Contact Information form, Parts I, II, and III of the Pre-Qualification Application Questionnaire ("Questionnaire") as well as the Technical Requirements for Qualification Questionnaire (Part IV), as applicable, provide all materials requested herein, and receive approval from the SFPUC as a pre-qualified bidder. No bid will be accepted from a Candidate that has

failed to comply with these requirements, if the project is advertised as requiring pre-qualified bidders. If two or more business entities plan to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

In addition to the requirements listed herein, a Candidate must be willing and able to comply with the contracting requirements of the City and County of San Francisco (the City), set forth in Section 5 of this RFQ.

Each Questionnaire must be signed under penalty of perjury in the manner designated at the end of the Candidate Contact Information form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify SFPUC and provide updated accurate information in writing, under penalty of perjury.

Pre-qualification approval will be valid for two (2) calendar years from the date of notice of qualification, except that the SFPUC reserves the right during those two calendar years to limit, suspend or rescind the pre-qualification status based on subsequently learned information and after giving notice of the proposed action to the Contractor and an opportunity for a hearing consistent with the hearing procedures described below for appealing a pre-qualification determination.

### **3. Pre-Qualification Workshop, Submission, Evaluation, and Appeals Process**

#### ***(a) Pre-Qualification Workshop***

Candidates are strongly encouraged to attend a pre-qualification workshop which will include a briefing on the scope of the proposed projects and schedule as well as a discussion of City contractual requirements.

Date: Wednesday, January 28, 2009  
Location: SFPUC, 1145 Market St., 1<sup>st</sup> Floor Conference Room  
San Francisco, CA 94103

Questions raised at the workshop will be answered orally at the meeting. If any oral answer constitutes, in the opinion of the SFPUC, a material addition to or modification of this RFQ, such answer will be confirmed in a written addendum to this RFQ. Addenda will be posted on the SFPUC website ([www.sfwater.org](http://www.sfwater.org)) under the “Contracts and Bids” menu, Pre-Qualify for Water Well Drilling Projects.

The City and County of San Francisco also conducts “Doing Business with the City and County of San Francisco” workshops throughout the year. Candidates are also encouraged to attend those workshops and may obtain more information on the [www.sfgov.org](http://www.sfgov.org) website.

#### ***(b) Requests for Information***

All requests for information concerning the RFQ must be in writing and directed to [prequal@sfwater.org](mailto:prequal@sfwater.org). All inquiries should include the RFQ title for reference. Substantive replies will be memorialized in written addenda to be made part of this RFQ.

#### ***(c) Time and Place for Submission of Questionnaires***

All four parts of the SFPUC Pre-qualification RFQ may be downloaded at the SFPUC website under the “Contracts and Bids” menu. Completed Statements of Qualification (SOQ) may be submitted at any time. The list of Qualified Water Well Drilling Contractors will be posted on the SFPUC website at [www.sfwater.org](http://www.sfwater.org) under the “Contracts and Bids” menu, Pre-Qualify for Water Well Drilling. A

minimum of 30-days is required to process and evaluate a complete pre-qualification application. Contractors receiving a determination of “Not Qualified” will be notified by first class mail of their status.

The Water Well Driller Pre-Qualification is an on-going enrollment program. However, please note that the estimated schedule for bid package availability for the Phase I – South Westside Basin Conjunctive Use Project is late March 2009. In order to ensure a pool of qualified contractors has been evaluated in time for the bid advertisement, there will be a deadline for SOQs for contractors planning to bid on Phase 1 of that project. This deadline is February 25, 2009. SFPUC cannot guarantee that SOQs received after February 25 will be processed and approved by the bid advertisement date for this particular project.

Each Candidate shall submit six (6) copies of completed Candidate Contact Information form, Parts I, II, III and Part IV in a sealed envelope. Completed questionnaires may be delivered in person or sent via courier or U.S. mail (other means of transmission, including facsimile, will not be accepted):

Hand Delivery, Courier or U.S. Mail Address:

***San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103  
Attention RFQ – Water Well Drilling Contractors***

The SFPUC may refuse to grant pre-qualification status where the requested information and materials are not provided. There is no appeal from a denial due to an incomplete application. The SFPUC reserves the right to contact a Candidate for clarification or further information.

***(d) Evaluation Process***

The Pre-qualification Application Questionnaire consists of four parts. To pre-qualify, a Candidate must fully complete the Candidate Contact Information form, Parts I, II, and III as well as the Technical Requirements for Qualification Questionnaires (Part IV). In the case of Joint Ventures, Parts I, II, and III must be submitted individually however, Part IV may be submitted by the JV Partnership. If a Joint Venture partner has previously pre-qualified, a letter of intent may be submitted in lieu of resubmitting Parts I, II, and III. The City reserves the right to rescind any candidate’s pre-qualified status if it is determined that the facts provided by the Candidate are inaccurate.

Part I, Organization, History and Organizational Performance: Candidates are required to provide company organization information, company licenses, and related history.

Part II, Essential Requirements for Qualification: Candidates are required to answer questions regarding history of financial and professional responsibility.

Part III, References Questionnaire: Candidates are required to provide past client and project information.

Part IV, Technical Requirements for Qualification: Candidates are required to complete a minimum technical qualification questionnaire.

***(d) Estimated Schedule***

The following schedule sets forth the timetable for SFPUC implementation of pre-qualification.

The dates given are merely estimates and are not binding on the SFPUC.

<b>①</b> Initial Issuance of RFQ packets for on-going open enrollment:	<b>January 13, 2009</b>
<b>②</b> Pre-Qualification Workshop 1145 Market Street, 1 <sup>st</sup> Floor Conference Room San Francisco, CA 94103 2:00 p.m.	<b>Wed., January 28, 2009</b>
<b>③</b> Deadline for SOQ submissions to be eligible to bid on Phase 1-South Westside Basin Conjunctive Use Project	<b>Wed., February 25, 2009</b>
<b>④</b> Doing Business with the City and County of San Francisco workshops	See <a href="http://www.sfgov.org">www.sfgov.org</a> for dates

*(e) Appeals Process*

Where a timely and completed Questionnaire results in a not-qualified-to-bid status, an appeal can be made. The Candidate may file a completed letter of appeal to the SFPUC, no later than five business days after receipt of notice of non-qualified status. Unless a timely appeal is filed, the Candidate waives any and all rights to challenge the decision of the SFPUC, whether by administrative process, judicial process or any other legal process or proceeding.

If the Candidate files a complete and timely letter of appeal, a review of the appeal shall commence soon after receipt of the request. The review shall be an informal process conducted by the SFPUC or its designee and will be based upon the information submitted by the Candidate in its letter of appeal. The SFPUC will notify the Candidate in writing of its decision at the conclusion of the review. The decision of the SFPUC is final. The date for submission and opening of bids for a specific project will not be delayed or postponed to allow for completion of an appeal process.

**4. Terms and Conditions Governing this RFQ**

*(a) Costs of Responding; Retention by SFPUC of Questionnaires and Related Documents*

The SFPUC accepts no financial responsibility for any costs incurred by a Candidate in responding to this RFQ. Completed questionnaires and any other documents or materials submitted in response to this RFQ shall, upon submission, become the property of the SFPUC and may be used by the SFPUC in any way the SFPUC deems appropriate.

*(b) Reservations of Rights by the SFPUC*

The issuance of this RFQ does not constitute an agreement by the SFPUC that any subsequent selection process will occur or that any contract will be entered into by the SFPUC. The SFPUC expressly reserves the right at any time to:

- Waive any defect or informality in any Questionnaire or the procedure set forth in this RFQ
- Reject any or all Questionnaires
- Issue a new request for qualifications in lieu of this RFQ
- Change the subsequent selection process
- Procure all or any portion of the Work by any other means
- Determine that the Work will not be pursued
- Change the pre-qualification requirement(s) for a previously-designated construction project

## **5. City and County of San Francisco Contracting Requirements**

It is advisable that Candidates who wish to do business with the City and County of San Francisco (“the City”) immediately initiate measures to comply with the City’s contracting requirements. These requirements are not a part of the SFPUC pre-qualification process; however failure to comply can delay the finalization of any future City-related Contract.

### ***(a) Business Tax Registration***

At the time the Contract is executed, the Qualified Candidate in question must have a current and valid San Francisco Businesses Tax Certificate. This certificate can be obtained by properly submitting to the SFPUC’s Tax Collector a completed Business Tax Registration Declaration and paying the registration fee. The registration fee is \$25, \$150, \$250 or \$500, depending on the type and size of your business. The current forms of such declaration can be found at the following website links:

#### **Business Tax Registration Declaration**

*Sole Proprietorship*

[www.sfgov.org/site/uploadedfiles/tax/business\\_zone/soleapppkg.pdf](http://www.sfgov.org/site/uploadedfiles/tax/business_zone/soleapppkg.pdf)

*Partnership, Corporation, or LLC*

[www.sfgov.org/site/uploadedfiles/tax/business\\_zone/partapppkg.pdf](http://www.sfgov.org/site/uploadedfiles/tax/business_zone/partapppkg.pdf)

### ***(b) Certification of Chapter 12B Compliance***

At the time the Contract is executed, the Qualified Candidate in question must have been certified by the SFPUC’s Human Rights Commission (“HRC”) to be in compliance with Chapter 12B of the San Francisco Administrative Code. In order to obtain such certification, Candidates must submit to HRC a “Chapter 12B: Nondiscrimination in Contracts and Benefits” form (Form HRC-12B-101). Two related forms may also need to be submitted to HRC pursuant to HRC instructions: a “Reasonable Measures Affidavit” (Form HRC-12B-102); and a “Substantial Compliance Authorization Form” (Form HRC-12B-103). The current versions of such forms can be found at the following website links:

**Ch. 12B Declaration: Nondiscrimination in Contracts and Benefits Form**

[www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b101.pdf](http://www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b101.pdf)

**Ch. 12B Declaration: Nondiscrimination in Contracts and Benefits  
Reasonable Measures Application**

[www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b102.pdf](http://www.sfgov.org/site/uploadedfiles/sfhumanrights/forms/12b102.pdf)

**Substantial Compliance Authorization Form**

**Ch. 12B Declaration: Nondiscrimination in Contracts and Benefits**

[www.sfgov.org/site/uploadedfiles/sfhumanrights/Form%20103-Substantial%20Compliance%20\(4-04\).pdf](http://www.sfgov.org/site/uploadedfiles/sfhumanrights/Form%20103-Substantial%20Compliance%20(4-04).pdf)

**CANDIDATE CONTACT INFORMATION**

Firm Name: \_\_\_\_\_ Check One:  Corporation  
(as it appears on license)  Partnership  
 Sole Proprietor

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Registered Managing Employee/Name and License Number: \_\_\_\_\_

\_\_\_\_\_

Contractor's License Number(s) and Expiration Dates:

\_\_\_\_\_

\_\_\_\_\_

Tax ID number: \_\_\_\_\_

General Tax Exemption Number: \_\_\_\_\_

Dun and Bradstreet Number (if applicable): \_\_\_\_\_

*Each prospective Contractor must have a C-57 Water Well Drilling California Contractor's license which is current, active and in good standing with the California Contractors State License Board (CSLB), on the date and time the request for qualifications submittal is due and must submit this request for qualification with all portions completed, including required attachments. Each prospective Contractor must answer all of the following questions and provide all requested information, where applicable. Any prospective Contractor failing to do so may be deemed unqualified to bid. It is critical that prospective Contractors fill out all information required accurately, completely, truthfully and to the best of their knowledge. Ambiguous or incomplete information may lead to an unfavorable evaluation resulting in a determination of non-responsibility.*

**I, the undersigned, certify and declare that I have read all the answers to this pre-qualification questionnaire and know their contents. The matters stated in the questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.**

Dated:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**PART I. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE**

Prospective bidders shall complete all applicable questions below. In the case of Joint Ventures, the requirements of Parts I, II, and III apply to each Joint Venture partner individually.

**A. Organizational Structure**

**For Firms That Are Corporations:**

Date incorporated: \_\_\_\_\_

Under the laws of what state: \_\_\_\_\_

Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten per cent of the corporation’s stock.

Name	Position	Years with Co.	% Ownership	

Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or 10 per cent or more of its stock, if the business is a corporation.**

Person’s Name	Construction Firm	Dates of Person’s Participation with Firm

**For Firms That Are Partnerships:**

Date of formation: \_\_\_\_\_

Under the laws of what state: \_\_\_\_\_

Provide all the following information for each partner who owns 10 per cent or more of the firm.

Name	Position	Years with Co.	% Ownership	

Identify every construction company that any partner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Are Sole Proprietorships:**

Date of commencement of business: \_\_\_\_\_

Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, "owner" and "partner" refer to ownership of ten per cent or more of the business, or ten per cent or more of its stock, if the business is a corporation.**

Person's Name	Construction Company	Dates of Person's Participation with Company

**For Firms That Intend to Bid as a Joint Venture:**

Date of commencement of joint venture: \_\_\_\_\_

Provide all of the following information for each firm that is a member of the joint venture that expects to bid on one or more projects:

<u>Name of firm</u>	% Ownership of Joint Venture

Specify which firm will be the lead company in the Joint Venture.

**B. History of the Business, Organizational Performance and Financial Information**

- Has there been any change in ownership of the firm at any time during the last five years?  
**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**  
 Yes       No  
**If "yes," explain on a separate signed page.**
- How many years has your organization been in business in California, as a Contractor, under your present business name and license number? \_\_\_\_\_ Years

3. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?  
**NOTE: Include information about other firms if one firm owns 50 per cent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

Yes       No

**If “yes” and a firm seeks to pre-qualify on the basis of the financial status or the experience of an affiliate or parent company, that affiliate or parent company will be required to provide an affidavit guaranteeing the contract performance of the pre-qualifying firm in every respect including indemnity.**

4. A candidate must furnish a statement of financial position in accordance with either of the following options:
- Attach a copy of your firm's latest reviewed or audited financial statement with accompanying notes and supplemental information.  
**NOTE: A financial statement that is not either reviewed or audited is not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.**
  - Attach a certified statement from a bonding firm authorized to do business in the state of California. The certification shall be submitted in original form and must indicate the maximum bonding coverage the surety will issue on the applicant’s behalf for a single contract, and shall also specify the total bonding that the surety will issue for all of the applicant’s work, including uncompleted contracts. A sample Certification of Surety is included on page 23 of this document.

**C. Licenses**

1. List all license numbers, classifications and expiration dates of the California Contractor licenses held by your firm:
- \_\_\_\_\_
- \_\_\_\_\_
2. If any of your firm’s license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the California State Licensing Board (CSLB) records whom meet(s) the experience and examination requirements for each license.
- \_\_\_\_\_
- \_\_\_\_\_
3. Has your firm changed names or license numbers in the past eight (8) years?  
 Yes       No  
**If “yes,” explain on a separate signed page, including the reason for the change. List all names and all licenses used.**
4. Has any owner, partner or (for corporations) officer of your firm operated a construction firm under any other name in the last five years?  
 Yes       No  
**If “yes,” explain on a separate signed page, including the reason for the change.**

5. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years?

Yes       No

**If “yes,” please explain on a separate signed sheet.**

**PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

Prospective bidders shall complete all questions below. Questions are pass/fail with criteria for passing listed for each question. In the case of Joint Ventures, the requirements of Parts I, II, and III apply to each Joint Venture partner individually. Bidders must pass all questions in order to be deemed qualified. If additional sheets are necessary, bidders shall use 8-1/2" x 11" paper, attached in order, and shall reference the question being answered. Bidders shall sign each additional sheet.

1. Does your firm possess a valid and current C-57 Water Well Drilling California Contractor's license for the project or projects for which it intends to submit a bid?  
 Yes       No  
**If "no," your firm is not qualified to bid.**
  
2. During the last eight years, has your firm ever been denied performance and payment bonds by a surety company because of the surety's determination that your firm has failed to perform adequately on an existing or prior project?  
 Yes       No  
**If "yes," your firm is not qualified to bid.**
  
3. Has your Contractor's license been revoked or suspended at any time for more than 90 days in the last five years, pursuant to Article 7 of the California Business and Professional Code (construction without a permit, failure to pay civil penalties or compliance with order or correction, etc.)?  
 Yes       No  
**If "yes," your firm is not qualified to bid.**
  
4. Within the last eight (8) years, has a surety or the owner of a project completed or paid for the completion of a project on your behalf because your firm was terminated for cause by the owner?  
 Yes       No  
**If "yes," your firm is not qualified to bid.**
  
5. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, because of prevailing wage violations pursuant to either Labor Code section 1777.1 (contractor/subcontractor fraud on public works jobs) or Labor Code section 1777.7 (Apprenticeship Program violations)?  
 Yes       No  
**If "yes," your firm is not qualified to bid.**
  
6. At any time during the last eight (8) years, has your firm or any of its owners or officers been convicted of a crime involving the bidding, award or performance of a government contract?  
 Yes       No  
**If "yes," your firm is not qualified to bid.**
  
7. At any time during the last eight years, has your firm or any of its owners or officers been found liable in civil or criminal court for false claims, material misrepresentation, dishonesty, or fraud against a public entity?  
 Yes       No  
**If "yes," your firm is not qualified to bid.**

8. In the last eight (8) years has your firm, or any firm with which any of your firm's owners, principals or officers was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, from being awarded or from completing, any public work or government project for any reason?

**NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held an ownership, principal, or management position, and which is listed in response to question 1c or 1d on this form.**

Yes       No

**If "yes," your firm is not qualified to bid.**

9. Has either state or federal OSHA cited and assessed penalties against your firm for any "willful" or "repeat" violations of its safety or health regulations in the past five years and either:

a) Your firm's average gross revenue for the last three years was less than \$50 million and your firm had three (3) or more instances of "willful" or "repeat" violations; **OR**

b) Your firm's average gross revenue for the last three years was more than \$50 million and your firm had six (6) or more instances of "willful" or "repeat" violations?

Yes       No

**If "yes," your firm is not qualified to bid.**

10. Has the EPA or any Air Quality Management District, Regional Water Quality Control Board, local storm water management agency, or the Department of Toxic Substance Control cited and assessed penalties in excess of \$100,000 per incident against your firm due to your work in the past five years?

**NOTE: If you have filed an appeal for a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Yes       No

**If "yes," your firm is not qualified to bid.**

11. In the past 5 years, has an owner filed, in a court of law or in an arbitration, any claim against your firm concerning your firm's work on a construction project, and either:

a) Your firm's average gross revenue for the last three years was less than \$50 million and two (2) or more separate claims have been filed against your firm; **OR**

b) Your firm's average gross revenue for the last three years was more than \$50 million and five (5) or more separate claims have been filed against your firm?

Yes       No

**If "yes," your firm is not qualified to bid.**

12. At any time in the last five years has your firm paid liquidated damages of more than \$50,000 on three (3) or more construction contracts with either a public or private owner?

Yes       No

**If "yes," your firm is not qualified to bid.**

13. Is your firm currently in bankruptcy?

Yes       No

**If "yes," your firm is not qualified to bid.**

### **PART III. REFERENCES**

#### **PROJECT EXAMPLES**

Using the attached Project Data Sheets, Candidates must provide project references for three (3) of the largest (dollar value) completed or ongoing projects in the last five years that are more than 75% complete by your firm, and which demonstrate technical complexity in materials and in construction methods. ***If you have performed work on one or more SFPUC projects in the last five (5) years, one of the listed projects must be the largest project performed for the SFPUC, even if the project is not related to the specific pre-qualified category listed herein.*** Ongoing projects may be listed, only if they are more than 75% complete by your firm and demonstrate proficiency in the requested construction means and methods.

Provide the names of the projects, the owners, the project managers, the size of the projects and when those projects were completed (if already completed). The City will forward a questionnaire (see example, attached) directly to the project owners specified in the Project Data Sheet for completion and return to the City. The individual furnishing the information in the questionnaire shall be the project managers or the heads of the department in charge of the construction of the projects listed and must have personal knowledge of the Candidate's performance on the project. The SFPUC reserves the right to seek additional information from any individual who has information about the listed projects.

Candidates are required to score a minimum seventeen (17) points out of a possible thirty (30) points on each Project Reference Questionnaire to be qualified to proceed with the evaluation process.

To effectuate the candid completion of information requested in the questionnaire referenced in Section 3 above, you are required to execute and submit the attached Release and Waiver of Liability in favor of each individual furnishing information requested in the questionnaire.

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT DATA SHEET (One of Three References)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Registered Managing Employee (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_  
\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT DATA SHEET (Two of Three References)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Registered Managing Employee (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_  
\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT DATA SHEET (Three of Three References)**

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner Contact (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer: \_\_\_\_\_

Architect or Engineer Contact (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Construction Manager (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Registered Managing Employee (name, email and current phone number):

\_\_\_\_\_  
\_\_\_\_\_

Description of Project, Scope of Work Performed:

\_\_\_\_\_  
\_\_\_\_\_

Total Value of Construction (including change orders): \_\_\_\_\_

Original Scheduled Completion Date: \_\_\_\_\_

Time Extensions Granted (number of days): \_\_\_\_\_

Actual Date of Completion: \_\_\_\_\_

## RELEASE AND WAIVER AGREEMENT

This Release and Waiver Of Liability (hereinafter the “Release”) is entered into between the City and County of San Francisco through its Public Utilities Commission and \_\_\_\_\_, a water well drilling contractor (hereinafter “Drilling Contractor”).

### RECITALS

1. The City and County of San Francisco through its Public Utilities Commission has issued a Request for Pre-qualification to establish a pool of drilling contractors qualified to bid on PUC projects.
2. Drilling Contractor has submitted a response to the PUC’s Request For Pre-qualification and has submitted three projects and three owners as references for its qualifications.
3. The City seeks candid comments on the Drilling Contractor’s performance on the listed projects from the owners and the owners’ representatives.

### RELEASE AND WAIVER

Drilling Contractor hereby fully and forever releases, exonerates, discharges, and covenants not to sue the City, its commissions and boards, officers and employees, and all individuals and entities furnishing comments on drilling contractors’ performance from and for any and all claims, causes of action, demands, damages and any and all other liabilities of any kind or description, in law, equity, or otherwise arising out of information furnished about Drilling Contractor’s performance on the projects.

#### INTENDED BENEFICIARIES

The City, its commissions and boards, officers and employees and all individuals and entities furnishing any information relating to Drilling Contractor’s qualifications are intended beneficiaries of this Release and Waiver and are entitled to enforce its terms.

\_\_\_\_\_  
DRILLING CONTRACTOR  
Authorized Representative

Dated: \_\_\_\_\_

THIS PAGE PROVIDED FOR INFORMATIONAL PURPOSES ONLY

**REFERENCE QUESTIONNAIRE (for SFPUC’s distribution to Contractor References)**

The City and County of San Francisco through its Public Utilities Commission is undertaking a process to pre-qualify general contractors for selected construction projects.

The following drilling contractor: \_\_\_\_\_, has provided the SFPUC with the name of your organization and the following project: \_\_\_\_\_ as references regarding the Contractor’s experience and qualifications to perform work on SFPUC projects. The Contractor has signed a Release and Waiver of Liability form as to the information you provide, a copy of which is attached for your reference.

Please complete and return the questionnaire to:  
**Contract Administration Bureau, San Francisco Public Utilities Commission, 1155 Market Street, 9<sup>th</sup> Floor, San Francisco, CA 94103, Attention: Pre-qualification Services**  
Or send via email to: **prequal@sfgwater.org**

Please give a brief description of the project; be sure to include the value of the project and the scope of work involved.

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Water well drilling contractors must receive a minimum score of 17 out of a possible 30 points to be qualified to bid on SFPUC projects.

1. On a scale of 1-5, with 5 being the best, did the Contractor respond in a timely and responsible manner to stop notices or liens on the project? \_\_\_\_\_
2. On a scale of 1-5, with 5 being the best, did the Contractor provide adequate equipment, personnel and supervision on the job? \_\_\_\_\_
3. On a scale of 1-5, with 5 being the best, was the Contractor timely in providing reports and other paperwork, including change order paperwork and scheduling updates? \_\_\_\_\_
4. On a scale of 1-5, with 5 being the best, did the Contractor adhere to the project schedule that your [agency] [business] approved? \_\_\_\_\_
5. On a scale of 1-5, with 5 being the best, rate how the Contractor performed in the area of turning in Operation & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? \_\_\_\_\_
6. On a scale of 1-5, with 5 being the best, how would you rate the quality of the work overall? \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Example: CERTIFICATION of SURETY**

(To be submitted on bonding agency letterhead)

Date: \_\_\_\_\_

To: San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market St, 9<sup>th</sup> Floor  
San Francisco, CA 94103  
Attention: Pre-Qualification Services

Name of Contractor: \_\_\_\_\_

City/State: \_\_\_\_\_

\_\_\_\_\_ is authorized to execute bid, performance,  
(Name of Bonding Agency)  
and payment bonds for the above named contractor subject to the following conditions:

1. Contract price of any one contract does not exceed \$\_\_\_\_\_.
2. Total amount of uncompleted work on hand, both bonded and unbonded, does not exceed \$\_\_\_\_\_.
3. This work authority expires June 30, \_\_\_\_\_ unless previously rescinded in writing. Written notice of rescission will be provided to the above addressee within seven days of such rescission.

Signed by: \_\_\_\_\_  
(Authorized Bonding Agency Representative)

**PART IV. TECHNICAL REQUIREMENTS FOR QUALIFICATION**

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_

This form must be completed and submitted along with the Candidate Contact Information Form, Parts I, II and III of the Request for Qualifications if you wish to be considered a qualified candidate for:

**Water Well Drilling**

1. Has your firm installed a municipal production well in the past 3 years?  
YES \_\_\_\_\_ NO \_\_\_\_\_

*On a separate sheet of paper, please provide the number of municipal production wells, drilling methods used, and ranges in completed depth and casing/screen diameter installed by your firm in the past 3 years.*

2. Does your firm have experience implementing noise abatement controls, such as the construction of temporary sound attenuation walls?

*On a separate sheet of paper, please list the project name and location, owner name and contact information, and scope of work performed.*

3. Does your firm have experience preparing and implementing traffic control plans?

*On a separate sheet of paper, please list the project name and location, owner name and contact information, and scope of work performed.*

4. Does your firm have experience temporarily storing well development and pumping test water prior to discharge to satisfy an NPDES permit?

*On a separate sheet of paper, please list the project name and location, owner name and contact information, and scope of work performed.*

**The following questions are required for Drillers planning to bid on both of the South Westside Basin Conjunctive Use contracts (Phase 1 & Phase 2):**

5. Does your firm have experience managing multiple water well drilling rigs and crews simultaneously and continuously (24 hours a day / 7 days a week) under a single contract?

*On a separate sheet of paper, please list the project name and location, owner name and contact information, and scope of work performed.*

6. Does your firm have the drilling rigs and the associated crews necessary to complete the scheduled fieldwork (as described in Question 5) on the Conjunctive Use Projects?

*On a separate sheet of paper, please list the number and types of water well drilling rigs currently owned by your firm.*