



# San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

## *Request for Qualifications for Habitat Development Projects*

**FEBRUARY 2015**

REV.05

**CONTRACT ADMINISTRATION BUREAU  
SAN FRANCISCO PUBLIC UTILITIES COMMISSION  
525 GOLDEN GATE AVENUE, 8TH FLOOR  
SAN FRANCISCO, CALIFORNIA 94103**

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# **SAN FRANCISCO PUBLIC UTILITIES COMMISSION**

## ***Request for Qualifications for Habitat Development***

### **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 habitat development 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 by email 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.

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.

### **Habitat Development Projects Background**

The proposed Habitat Reserve Program (HRP) projects would include creation, enhancement and/or restoration of sensitive habitats including wetlands, ponds, streams and riparian corridors, in two CCSF-owned watersheds.

The Alameda watershed consists of 37,000 acres of land in Alameda and Santa Clara Counties. The Alameda watershed is a CCSF designation for the CCSF-owned area that lies within the larger hydrologic boundaries of the Alameda Creek watershed and includes the drainage areas of San Antonio and Calaveras Reservoirs. The southern portion of the Alameda watershed, including the area surrounding Calaveras Reservoir, is mostly undeveloped; the Sunol Valley portion of the Alameda watershed includes commercial nurseries and aggregate quarries as well as undeveloped watershed lands. Much of the Alameda watershed is grazed by cattle under agricultural leases.

The Peninsula watershed encompasses 23,000 acres of the San Francisco Peninsula in San Mateo County and includes the drainage areas of the Crystal Springs (Upper and Lower), San Andreas, and Pilarcitos Reservoirs.

**Currently, the remaining projects are located in the San Francisco peninsula in the vicinity of Crystal Springs Reservoir.**

There are a number of different types of habitats to be developed under the Habitat Reserve Program; they include the following:

### **Riparian Habitats**

Riparian creation, enhancement, and restoration would vary by site but would include grading to widen and realign incised stream banks, stabilizing eroded stream banks, planting riparian vegetation, repairing and improving culverts and other storm drain structures

Stream banks would be stabilized to avoid erosion by installing biodegradable material such as tree trunks, root wads, or crib walls (typically wooded structures made of tree trunks or lumber) within the stream bank. Stone vanes and hooks (stones and boulders installed within the stream bank) are a non-biodegradable option for stream bank stabilization.

Riparian plantings would consist of native riparian tree and shrub species suitable for the site. New plantings could include temporary onsite irrigation.

Improvements to existing drainage facilities would allow native vegetation and natural stream substrate to form in areas where erosion or constraining structures inhibit or degrade natural stream processes. Drainage improvements could include replacing existing culverts with arched culverts, bridges or oversized pipes to allow natural stream substrate and vegetation within the structures. Outfall structures could be redesigned and dissipater structures could be needed.

Livestock fencing would be installed at some sites to exclude livestock to stabilize eroding channels and to promote natural recruitment of riparian vegetation.

### **Wetland Habitats**

Wetland enhancement, restoration, and creation activities would increase wetland habitat acreage, functions, and values by excavating off-channel depressions, constructing embankments in wetlands and ponds to create hydrologically stable impoundments, realigning channels, stabilizing banks, terracing, planting, creating basking habitat, and lining wetlands with clay to reduce soil permeability. At some sites, activities would also include installing culverts and outfalls, and constructing new and reinforcing existing spillways. At sites where wetlands are degraded due to trampling and grazing by cattle, fencing would be installed.

Basking habitat would be created by terracing higher areas along the edges of wetlands. Wetland plantings would include broadcast seed, shrubs (plugs), willow stakes, and trees.

### **Pond Habitats**

Pond creation would include removing existing vegetation as described above under Grassland Habitats, excavating depressions, constructing embankments, and improving drainages. Pond enhancement and restoration actions would include grading and excavation to enlarge the surface area and constructing embankments to increase the depth of existing ponds.

### **Grassland Habitats**

The proposed HRP grassland creation, restoration and enhancement actions would enhance and restore grasslands that are degraded by infestations of non-native annual and perennial grasses and forbs such as yellow star thistle and stinkwort and by past overgrazing and other land uses. The proposed grassland creation, restoration, and enhancement actions would involve removal of existing vegetation and planting with natives grasses and associated species. Minor grading is proposed within existing grassland habitat at some HRP sites to remove stones and to re-contour sites disturbed by tree and stump removal activities.

### **Scrub Habitats**

Treatment of these areas would involve removing existing vegetation and planting scrub vegetation and native grasses. Methods proposed for the initial removal of existing vegetation would include manual and mechanical removal and application of herbicides. Methods would vary based on location, terrain and vegetation type. Scrub would be removed using rubber tire equipment and by grazing with goats, followed by hand or mechanical removal of denuded plants.

### **Woodland Habitats**

The proposed woodland creation, restoration, and enhancement activities would involve removal of existing scrub and non-native trees, planting with native trees and where appropriate, installation of temporary irrigation systems.

### **Maintenance Activities**

The Contractor will be expected to perform necessary maintenance on the habitats for approximately 3 years after initial construction. The following sections summarize the proposed maintenance activities. The selected contractors must have experience performing:

*Facility Inspection and Repair:* Irrigation systems, pumps, power systems, valves, browse protection, fences, embankments, outfall structures, storm drainpipes and roadways would be inspected routinely until the structure is removed. Temporary irrigation systems and browse protection would remain in place for two to three years until vegetation is established and removed by the selected contractor. Temporary roadway repairs could include minor re-grading and/or resurfacing with gravel. Irrigation system repairs could include repairing or replacing valves, pumps, pipes, solar panels, and water tanks as needed. Fence repairs could include

repairing or replacing wire, gates, and fence posts as needed. Outlet repair would include removal of debris and structural repairs as needed.

Grazing: Sheep or goats could be used to graze small areas for short periods of time to control both native and non-native invasive plants in grasslands, woodlands, and scrub habitat in the Peninsula Watershed region as a long-term management option. Goats could also be used in scrub habitat in the Alameda Watershed region.

Herbicide Application: Herbicides may be used for vegetation removal and weed management only in cases where other vegetation management methods, including manual removal, mechanical removal, and grazing would be infeasible or ineffective.

Manual and Mechanical Vegetation Removal: Rubber tired equipment would be used to remove vegetation depending on site conditions. Hand tools would be used to remove vegetation in areas containing sensitive habitats, special-status species or known cultural resources.

Spot Burning: Backpack and drip torches may be used to spot burn unwanted vegetation.

Predator Control: Management activities would include control of non-native bullfrogs and fishes which prey on special-status species, including California red-legged frogs, California tiger salamanders, and San Francisco garter snakes. Gravity drains or pumps would be used to drain ponds that do not dry out naturally in most years in September and October.

## **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 prospective Candidate fully complete this RFQ's Candidate Contact Information form and Parts I - IV, 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) years from the month of posting on the list of "SFPUC Pre-Qualified Contractors," except that the SFPUC reserves the right during those two 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. Submission, Selection, and Appeals Process

#### (a) *Pre-qualification Information/Questions*

Candidates are strongly encouraged to attend contract-specific pre-bid meetings. When an advertisement for a construction contract so specifies, only contractors pre-qualified under the designated project category, prior to the Bid Opening date, will be eligible to bid.

Questions regarding pre-qualification may be emailed to [prequal@sfgwater.org](mailto:prequal@sfgwater.org).

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

All four parts of the SFPUC Pre-qualification Questionnaire may be downloaded at the SFPUC website under the “Contracts and Bids” menu. Completed Questionnaires may be submitted at any time. The list of Qualified Contractors will be posted on the SFPUC website at [www.sfgwater.org](http://www.sfgwater.org) and updated as new contractors are pre-qualified. New qualified bidders will not be added to the list until all requirements are met. Contractors receiving a determination of “Not Qualified” will be notified electronically of their status and provided an opportunity to respond.

Each Candidate shall complete and email Parts I, II, and III of the RFQ, as well as Part IV for each selected project category under which the contractor would like to be pre-qualified, to [prequal@sfgwater.org](mailto:prequal@sfgwater.org). Alternatively, 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):

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

**San Francisco Public Utilities Commission  
Contract Administration Bureau  
525 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94102  
Attention: Pre-qualification Services**

The SFPUC may refuse to grant pre-qualification status where the requested information and materials are not provided. If an incomplete application is submitted, the candidate will be informed which documents or information are required to complete the application and shall be permitted to submit additional information in order to complete the application within 30 days of receipt of notification of incomplete status.

#### (c) *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), as applicable. 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 for each project category for which they wish to submit a bid in the future.

**(d) Review Process**

The following schedule sets forth the timetable for SFPUC evaluation of a pre-qualification application.

The timetable given is an estimate and is not binding on the SFPUC.

❶ Initial Review	Minimum of 30 days
❷ Notification of Pre-qualification Status	Notice sent electronically
❸ Candidate Response to Incomplete or Not Qualified Status	30 days from the date of the Notice of Pre-qualification Status
❹ Final Determination*	Dependent on completeness/timeliness of contractors' responses to information requests

\*If no response to a notice of "Incomplete" or "Not Qualified" is received within 30 days, a final determination will be made upon existing information and the contractor will be deemed Not Qualified to Bid.

**(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**

[http://www.sf-hrc.org/ftp/uploadedfiles/sfhumanrights/Transgender\\_HIV\\_Division/12B%20101.pdf](http://www.sf-hrc.org/ftp/uploadedfiles/sfhumanrights/Transgender_HIV_Division/12B%20101.pdf)

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

<http://www.sf-hrc.org/ftp/uploadedfiles/sfhumanrights/forms/12b102.pdf>

**Substantial Compliance Authorization Form**

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

<http://www.sf-hrc.org/ftp/uploadedfiles/sfhumanrights/docs/Form%20103-Substantial%20Compliance%20%284-04%29.pdf>

**Local Business Enterprise Requirements (HRC 14B)**

**Office of Economic Workforce Development (OEWD) – Local Hire Requirements**

**San Francisco Online Invoicing System (SOLIS)**

<http://www.solis.sfwater.org>

**Electronic Payment to Vendors**

<http://www.sfcontroller.org/index.aspx?page=85>

**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 Class A 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.**

2. 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. Attach a certified statement from a bonding firm authorized to do business in the state of California. The certification 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 explanation is necessary, bidders shall provide information and reference the question being answered.

1. Does your firm possess a valid and current Class A 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 may not be qualified to bid (if applicable, provide additional information to explain your response).**
  
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) 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. At least one reference must address the construction of a wetland project, one must address the preparation of a Stormwater Pollution Prevention Plan, and one must address the maintenance of planted vegetation. References may address more than one of these types of project. ***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.*** If you have performed no work for the SFPUC, but have worked on a project for another City department, then one of these projects must be listed. 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 the questionnaire directly to the listed owners 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. The SFPUC reserves the right to seek additional information from any individual who has information about the listed projects. Pre-qualification renewals require the submission of three (3) new project examples not previously used in the original application.

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.

The highest possible score per reference is 30 points. A question response of N/A will receive 3 points. If a contractor scores less than 17 points per reference, the contractor is not qualified to bid.

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 Work Performed by Your Firm:

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

Total Value of Work performed by Your Firm: \_\_\_\_\_

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 Work Performed by Your Firm:

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

Total Value of Work performed by Your Firm: \_\_\_\_\_

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 Work Performed by Your Firm:

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

Total Value of Work performed by Your Firm: \_\_\_\_\_

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 Habitat Development Contractor (hereinafter "Habitat 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 habitat contractors qualified to bid on PUC projects.
2. Habitat 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 Habitat Contractor's performance on the listed projects from the owners and the owners' representatives.

### RELEASE AND WAIVER

Habitat 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 Habitat 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 Habitat Contractor's qualifications are intended beneficiaries of this Release and Waiver and are entitled to enforce its terms.

\_\_\_\_\_ Dated: \_\_\_\_\_  
HABITAT CONTRACTOR  
Authorized 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:

**Habitat Development**

1. Do you – as a firm or among your principal staff\* – have experience constructing at least 3 wetland projects with a combined minimum TOTAL of 5 wetland acres to USACE and RWQCB satisfaction in the past 10 years?

YES \_\_\_\_\_ NO \_\_\_\_\_

*On a separate sheet of paper, please list the project name and locations, acreages, and habitat types of wetlands constructed in the past 10 years.*

2. Do you – as a firm or among your principal staff\* – have experience preparing and implementing a minimum of 5 storm water pollution prevention plans in the past 5 years?

YES \_\_\_\_\_ NO \_\_\_\_\_

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

3. Do you – as a firm or among your principal staff\* – have experience simultaneously managing civil and earth work at three or more separate locations covering an area of at least one acre each? All locations should be under a single contract.

YES \_\_\_\_\_ NO \_\_\_\_\_

*On a separate sheet of paper, please list the project name and location, implementation dates, owner name and contact information, and scope of work performed during that period of time.*

\* The City may consider relevant experience of a Candidate’s Principal Staff (owners, partners, principal officers, senior project managers) responsible for making significant administrative and business decisions on behalf of the Candidate’s firm. The City will credit any relevant experience of such senior personnel toward the qualification requirement only if: (i) the bidder demonstrates, to the satisfaction of the City, that the individual's prior experience with another firm/entity is predictive of the bidder's performance under this Contract based on the individual's present management/supervisory role with the Candidate’s firm and the individual's anticipated involvement in the management/supervision of the Work under this Contract; and (ii) the individual has been employed by or associated with (i.e., as an owner, partner or officer) the Candidate’s firm for a period of at least 2 years prior to the date listed on the candidate firm’s pre-qualification application.

**ATTACHMENT 1**

**Example: CERTIFICATION of SURETY**

(To be submitted on bonding agency letterhead)

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

To: San Francisco Public Utilities Commission  
Contract Administration Bureau  
525 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94102  
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)

**ATTACHMENT 2**

[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 habitat development 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 email the questionnaire to [prequal@sfwater.org](mailto:prequal@sfwater.org)

Please give a brief description of the project; be sure to include the value of the project and the scope of work involved. SFPUC may contact all references providing a score of 3 or less in any of the questions below.

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- 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? [ 5 = no stop notices/liens. 4 = consistently timely/responsible. 3 = sufficiently timely/responsible. 2/1 = resulted in issues/delays: **please explain.**]

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- 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? \_\_\_\_\_