

LACCD Step 2 Request for Qualifications,  
**Sample Questionnaire Guide**

Overview

Following completion of the Step 1 Categorical Request for Qualifications, prequalified pools will be established. When a project approaches completion of programming, a Step 2 Project Specific Request for Qualifications will be issued to the prequalified pool selected by the campus based upon relevance. This sample Attachment 2 Questionnaire is representative of the questionnaire interested prequalified Design Build Teams must respond to in order to be shortlisted and proceed to the Request for Proposal (Step 3) phase of the procurement process. Below are highlights of the factors which are considered during the Step 2 Selection process.

Project Experience

The Design Build team members will be asked to provide descriptions of their project experience. Minimum requirements are specified in the questionnaire. The following trades on the Design Build team will be required to provide their project experience:

- General Contractor (4 projects)
- Architect of Record (4 projects)
- Structural Engineer (1 project)
- Mechanical Engineer (1 project)
- Electrical Engineer (1 project)
- Mechanical Subcontractor (1 project)
- Electrical Subcontractor (1 project)
- Plumbing Subcontractor (1 project)
- Concrete Subcontractor (1 project)

Each project required will be scored on the considerations outlined below on a scale of 0 to 5, with 5 being the best or highest quality.

- Project Relevance
- Project Complexity
- Sustainable Features and Innovations
- Project Collaboration and Other considerations

Key Personnel

Specific Design Build team members will be asked to provide resumes. Minimum requirements are specified in the questionnaire. Below is a list of the team members from which the District typically requests resumes.

**LACCD DesignBUILD**

- General Contractor's Project Manager
- General Contractor's General Superintendent
- General Contractors' Project superintendent(s)
- Architect of Record's Project Architect
- Architect of Record's Job Captain
- BIM Facilitator
- Structural Engineer's Project Manager
- Electrical Engineer's Project Manager
- Mechanical Engineer's Project Manager

The resume of each key personnel member requested above will be scored on a scale of 0 to 5, with 5 being the best or highest quality.

**References**

The below Design Build team members listed below will be asked to provide project references. Each reference is contacted. The questions asked of each reference and the minimum requirements are specified in the questionnaire.

- General Contractor (3 references)
- Architect of Record (3 references)
- Design Build (3 reference)
  - a. General Contractor and Architect of Record on a Design Build project.
  - b. General Contractor on a Design Build project.
  - c. Architect of Record in a Design Build project.

The questions each provide reference is asked to answer can be found in Attachment 2 Questionnaire. For each question the reference is asked to respond by providing a score from 0 to 10, with 10 being the best or highest quality.



LOS ANGELES COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT

**ATTACHMENT 2**  
**DESIGN BUILD**  
**STEP 2**

**PROJECT-SPECIFIC  
PRE-QUALIFICATION  
QUESTIONNAIRE**

**BuildLACCD**

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## **I. GENERAL INFORMATION**

### **A. PURPOSE**

This project-specific Request for Proposals, Step 2 of the Design Build Competition, is issued to pre-qualified pool members established in Step 1 of the Design-Build Competition. This selection process will be scored based on the relevance of the pre-qualified pool member's experience and qualifications to the specific aspects and requirements of the specific projects. For more information regarding the Design-Build Competition Selection process, refer to Article 2 Overview of Design Build Competition in Categorical Prequalification for Design Build Projects.

### **B. INSTRUCTIONS**

Follow the directions below for the inclusion and content of the requested project descriptions. The submission should reference section numbers of this Questionnaire, and each project should be limited to one (1) 8-1/2"x11" or 11"x17" fold out page, inclusive of images, while addressing the required information.

If the team member lacks a sufficient number of projects responsive to the requested type, then submit a California School or Design Build project(s) as similar as possible to the requested category (i.e., having the most characteristics requested and as similar to the requirement in non-conforming characteristics) shall be provided. Such non-conforming projects should be identified as such with regard to which aspect (contract less than \$10 million, greater than 7 years, etc.) and include a brief explanation on how the substituted project is comparable to that requested.

### **C. SCORING**

The Selection Panel members will evaluate each proposal on the basis of the total number of points scored out of a total possible 330 points:

#### **Evaluation Category:**

	<b>Points</b>
<b>Project Experience</b>	<b>140</b>
<b>Key Personnel</b>	<b>90</b>
<b>Project References</b>	<b>100</b>
<b>TOTAL OVERALL POINTS</b>	<b>330</b>

For a detailed description of scoring criteria, see Attachment No. 7, Design-Builder Statement of Qualifications Evaluation Factors, Ranking and Methodology.

**D. QUALIFIED APPLICANT INFORMATION**

Name of Pre-Qualified Applicant: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

E-mail(s): \_\_\_\_\_

List all Design-Build Team members pre-qualified in the District-Wide Pre-Qualification comprising the Design-Build Team being proposed for this Project-Specific Pre-Qualification:

<b>Role</b>	<b>Name of Company</b>	<b>Contact Name / Phone</b>

SAMPLE

## II. PROJECT EXPERIENCE

### A. PROJECT EXPERIENCE OF THE GENERAL CONTRACTOR

These projects will be evaluated on their relevance as compared to Attachment No. 4 to the Instructions including those features listed below.

1. Provide four (4) projects responding to each question below (II.A.1.a, II.A.1.b), with at least one (1) project responding to each:

(a) **California school** project(s) in which the contract amount was in excess of \$10 million that were completed by the **General Contractor** in the capacity as a General Contractor (either design-build or otherwise) within the last seven (7) years.

(b) **Design-build** project(s) located anywhere in the United States, in which the contract amount was in excess of \$10 million completed by the **General Contractor** in the capacity as a General Contractor within the last seven (7) years.

Provide the requested information for each project in the following order:

**(Names and contact information of references must be current and verified)**

- Project Name:
- Owner :
- Location of Project:
- General Contractor's Project Manager:
- Architect of Record:
- Project type, delivery method (e.g., Design Build, Design Bid Build, etc.):
- Description of Project, Scope of Work Performed:
- Original Contract amount:
- Final Contract amount including change orders:
- Date of Award:
- Actual Date of Completion: (If not yet completed, the current stage and anticipated date of substantial completion. Completed projects are preferred):
- Local, Small, Emerging, and Disabled Veteran Owned Business Enterprises outreach and contracting:      Goals: \_\_\_\_\_%      Achieved: \_\_\_\_\_%
- Description of unique features, innovations, and other relevant information including complexity of project, principles of sustainability, green building features and methods, aspects of project collaboration:

## **B. PROJECT EXPERIENCE OF THE ARCHITECT OF RECORD**

These projects will be evaluated on their relevance as compared to Attachment No. 4 to the Instructions including those features listed below.

1. Provide two (2) **California school** projects in which the contract amount was in excess of \$10 million designed by the **Architect of Record** in the capacity as an Architect of Record (either design-build or otherwise) within the last seven (7) years.
2. Provide two (2) **design-build** projects located anywhere in the United States, in which the contract amount was in excess of \$10 million designed by the proposed **Architect of Record** in the capacity as an Architect of Record within the last seven (7) years.

Provide the requested information for each project in the following order:

**(Names and contact information of references must be current and verified)**

- Project Name:
- Owner :
- Location of Project:
- Architect's Project Manager:
- General Contractor:
- Project type, delivery method (e.g., Design Build, Design Bid Build, etc.):
- Description of Project, Scope of Work Performed:
- Original Contract amount:
- Final Contract amount including change orders:
- Date of Award:
- Actual Date of Completion: (If not yet completed, the current stage and anticipated date of substantial completion. Completed projects are preferred).
- Description of unique features, innovations, and other relevant information including complexity of project, principles of sustainability, green building features and methods, aspects of project collaboration:

### **C. PROJECT EXPERIENCE OF THE PRINCIPAL ENGINEER(S)**

These projects will be evaluated on their relevance as compared to Attachment No. 4 to the Instructions including those features listed below.

- 1.** List one (1) California school project completed by each Principal Engineer (Structural (C-1), Electrical (C-2), and Mechanical (C-3)) within the past seven (7) years.

Provide the requested information for each project in the following order:

- Project Name:
- Owner :
- Location of Project:
- Principle Engineer's Project Manager:
- Architect of Record:
- Project type, delivery method (e.g., Design Build, Design Bid Build, CM at Risk, etc.):
- Description of Project, Scope of Work Performed:
- Original Contract amount:
- Date of Completion: (If not yet completed, the current stage and anticipated date of substantial completion. Completed projects are preferred)
- Description of unique features, innovations, and other relevant information including complexity of project, principles of sustainability, green building features and methods, aspects of project collaboration:

**D. PROJECT EXPERIENCE OF THE SUBCONTRACTOR(S)**

These projects will be evaluated on their relevance as compared to Attachment No. 4 to the Instructions including those features listed below.

1. List one (1) California school project completed by each Subcontractor (Mechanical (D1), Electrical (D2), and Plumbing (D3)) within the past seven (7) years.

Provide the requested information for each project in the following order:

- Project Name:
- Owner :
- Location of Project:
- Subcontractor’s Project Manager:
- General Contractor:
- Project type, delivery method (e.g., Design Build, Design Bid Build, CM at Risk, etc.):
- Description of Project, Scope of Work Performed:
- Original Contract amount:
- Final Contract amount including change orders:
- Date of Completion: (If not yet completed, the current stage and anticipated date of substantial completion. Completed projects are preferred)
- Description of unique features, innovations, and other relevant information including complexity of project, principles of sustainability, green building features and methods, aspects of project collaboration:

SAMPLE

### **III. KEY PERSONNEL**

Attach the current curriculum vitae/ resume of the following Key Personnel proposed to be assigned to this Project:

1. General Contractor's Project Manager
2. General Contractor's General Superintendent
3. General Contractor's Project Superintendent(s)
4. Architect of Record's Project Architect
5. Architect of Record's Job Captain
6. BIM Facilitator
7. Structural Engineer's Project Manager
8. Electrical Engineer's Project Manager
9. Mechanical Engineer's Project Manager

Scores for Key Personnel shall be determined based on the individual's project experience including contract value, role and responsibilities, project type, delivery model, sustainable features of the project, as well as education, certifications and memberships, and other information. Key Personnel resumes will be scored by the selection committee based on amount and quality of relevant experience and training for the position proposed with regard to the Project Specific Features as described in the Project Information Sheet (Attachment No. 4) attached hereto. Total possible points per scored position shall be ten (10) points.

SAMPLE

#### **IV. PROJECT REFERENCES**

**Relevant Project References for the above projects must be provided with current, VERIFIED contact information of individuals having first-hand supervisory involvement with the cited project:**

1. Interviews will be conducted by a member of Build-LACCD. No action is necessary by the Applicant Team.
2. Interviews will be conducted of the contact person for the Project Owner Representative identified in your response. If the information for the contact person for the Owner Representative is accurate but such contact person is not available or does not respond within 24 hours, then the contact person for the Construction Manager (if any) will be contacted.
3. If the same Project Reference is given in answer to more than one request, the Project Reference will be interviewed and scored only once and only that score will be added to the Applicant's total score for a Project Facility.
4. Reference scoring is intended to be used, at the discretion of the District, for other project specific "Step 2" processes for administrative efficiency and to minimize burden on references.
5. Identical questions from a scripted, standardized list of questions shall be asked of each Project Reference.

#### **INTERVIEW QUESTIONS AND SCORES**

**General contractor references will be asked the following questions:**

1. On a scale of 1-10, with 10 being the best, did the General Contractor provide adequate and qualified personnel?
2. On a scale of 1-10, with 10 being the best, did the General Contractor provide adequate construction supervision services?
3. On a scale of 1-10, with 10 being the best, was the General Contractor timely in providing reports and other paperwork?
4. On a scale of 1-10, with 10 being the best, did the General Contractor adhere to the project schedule that your agency or business approved including principles of sustainability and environmental stewardship?
5. On a scale of 1-10, with 10 being the best, rate the General Contractor on how well it integrated changes to the work into its performance of its obligations.
6. On a scale of 1-10, with 10 being the best, rate the Contractor on whether, given the nature of the project, claims not due to defects in the design were mitigated or readily resolved.
7. On a scale of 1-10, with 10 being the best, was the General Contractor appropriately cooperative with the owner and other project participants?
8. On a scale of 1-10, with 10 being the best, did the contractor comply with all occupational safety and health and other labor laws?
9. On the scale of 1-10, with 10 being the best, rate the Contractor's efforts and success in providing contracting opportunities for small, disadvantaged and emerging businesses.

10. On a scale of 1-10, with 10 being the best, rate how the General Contractor performed in the area of project close-out (such as, inspections, punch lists, and other close out documentation and administration)?

11. On a scale of 1-10, with 10 being the best, rate the quality of the General Contractor performance on the Project overall.

**Architect of Record references will be asked the following questions:**

1. On a scale of 1-10, with 10 being the best, did the Architect of Record provide adequate and qualified personnel?

2. On a scale of 1-10, with 10 being the best, did the Architect of Record provide adequate design services?

3. On a scale of 1-10, with 10 being the best, was the Architect of Record timely in providing reports and other paperwork?

4. On a scale of 1-10, with 10 being the best, did the Architect of Record adhere to the project schedule that your agency or business approved including principles of sustainability and environmental stewardship?

5. On a scale of 1-10, with 10 being the best, rate the Architect of Record on how well it integrated changes to the work into its performance of its obligations.

6. On a scale of 1-10, with 10 being the best, rate the Architect on whether, given the nature of the project, there were an unusually high number of problems with the design and resulted in claims or unusual difficulty in resolving them.

7. On a scale of 1-10, with 10 being the highest, rate the Architect with respect to participation, facilitation and overall effectiveness of participation in shared governance processes.

8. On a scale of 1-10, with 10 being the best, was the Architect of Record cooperative with the owner and other project participants?

9. On a scale of 1-10, with 10 being the best, rate the Architect on its performance in respect to timely and thorough review and approval of submittals and review and response of RFIs by the contractor on the project.

10. On the scale of 1-10, with 10 being the best, rate the quality of the plans and specifications prepared by the architect in terms of whether there were significant omissions that resulted in additional project costs?

11. On a scale of 1-10, with 10 being the best, rate how the Architect of Record performed in the area of project close-out (such as, inspections, punch lists, and other close out documentation and administration)?

12. On a scale of 1-10, with 10 being the best, rate the quality of the Architect of Record performance on the Project overall.

**Design Builder Team references will be asked the following questions:**

1. On a scale of 1-10, with 10 being the best, did the General Contractor and Architect of Record provide adequate and qualified personnel?
2. On a scale of 1-10, with 10 being the best, did the General Contractor and Architect of Record provide adequate construction supervision and design management services?
3. On a scale of 1-10, with 10 being the best, was the General Contractor and Architect of Record timely in providing reports and other paperwork?
4. On a scale of 1-10, with 10 being the best, did the General Contractor and Architect of Record adhere to the project schedule that your agency or business approved including principles of sustainability and environmental stewardship?
5. On a scale of 1-10, with 10 being the best, rate the General Contractor and Architect of Record on how well it integrated changes to the work into its performance of its obligations.
6. On a scale of 1-10, with 10 being the best, was the General Contractor and Architect of Record cooperative with the owner and other project participants?
7. On a scale of 1-10, with 10 being the best, rate how the General Contractor and Architect of Record performed in the area of project close-out (such as, inspections, punch lists, and other close out documentation and administration)?
8. On a scale of 1-10, with 10 being the best, rate the quality of the General Contractor and Architect of Record performance on the Project overall.

**A. GENERAL CONTRACTOR PROJECT REFERENCES**

1. Provide **three** references for California school projects in which the contract amount was in excess of \$10 million that were completed by the **General Contractor** in the capacity as a General Contractor (either design-build or otherwise) within the last seven (7) years. Names and references must be current and verifiable.

**(a) Project Name:** \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Owner Representative (Contact Person) Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Construction Manager (Contact Person) Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Final Contract amount: \_\_\_\_\_

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

**(b) Project Name:** \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Owner Representative (Contact Person) Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Construction Manager (Contact Person) Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Final Contract amount: \_\_\_\_\_

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

**(c) Project Name:** \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:  
\_\_\_\_\_

Owner Representative (Contact Person) Name, Firm, Current Telephone and Email Address:

Construction Manager (Contact Person) Name, Firm, Current Telephone and Email Address:

Final Contract amount: \_\_\_\_\_

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

**B. ARCHITECT OF RECORD PROJECT REFERENCES**

1. Provide **three** references for California school projects in which the contract amount was in excess of \$10 million that were completed by the **Architect of Record** in the capacity as a Architect of Record (either design-build or otherwise) within the last seven (7) years. Names and references must be current and verifiable.

(a) **Project Name:** \_\_\_\_\_

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

Owner name, Firm, Current Telephone and Email Address:

Owner Representative (Contact Person) name, Firm, Current Telephone and Email Address:

General Contractor (Contact Person) Name, Firm, Current Telephone and Email Address:

Construction Manager (Contact Person) Name, Current Telephone and Email Address:

Final Construction Contract amount: \_\_\_\_\_

(b) **Project Name:** \_\_\_\_\_

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

Owner name, Firm, Current Telephone and Email Address:

Owner Representative (Contact Person) name, Firm, Current Telephone and Email Address:

General Contractor (Contact Person) Name, Firm, Current Telephone and Email Address:

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Construction Manager (Contact Person) Name, Current Telephone and Email Address:

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Final Construction Contract amount: \_\_\_\_\_

(c) **Project Name:** \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:

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Owner Representative (Contact Person) name, Firm, Current Telephone and Email Address:

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General Contractor (Contact Person) Name, Firm, Current Telephone and Email Address:

---

Construction Manager (Contact Person) Name, Current Telephone and Email Address:

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Final Construction Contract amount: \_\_\_\_\_

### **C. SPECIFIC DESIGN-BUILD PROJECT REFERENCES**

**1.** Provide **One (1)** reference for a **design-build** project in which the contract amount of each was in excess of \$10 million located anywhere in the United States and that the **General Contractor and Architect of Record** have designed and constructed together. Names and references must be current and verifiable.

(a) **Project Name:** \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Architect of Record Name: \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:

---

Owner Representative (Contact Person) Name, Firm, Current Telephone and Email Address:

Construction Manager (Contact Person) Name, Firm, Current Telephone and Email Address:

Final Contract amount: \_\_\_\_\_

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

**2.** Provide **One (1)** reference for a **design-build** project, in which the contract amount was in excess of \$10 million located anywhere in the United States, completed by the **General Contractor** in the capacity as a General Contractor within the last seven (7) years. Names and references must be current and verifiable.

**(a) Project Name:** \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Architect of Record Name: \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:

Owner Representative (Contact Person) Name, Firm, Current Telephone and Email Address:

Construction Manager (Contact Person) Name, Firm, Current Telephone and Email Address:

Final Contract amount: \_\_\_\_\_

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

**3.** For the Architect of Record, provide **One (1)** reference for a **design-build** project, in which the contract amount was in excess of \$10 million located anywhere in the United States, designed by the proposed **Architect of Record** and constructed within the last seven (7) years. Names and references must be current and verifiable.

**(a) Project Name:** \_\_\_\_\_

General Contractor Name: \_\_\_\_\_

Architect of Record Name: \_\_\_\_\_

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

Owner Name, Firm, Current Telephone and Email Address:

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Owner Representative (Contact Person) Name, Firm, Current Telephone and Email Address:

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Construction Manager (Contact Person) Name, Firm, Current Telephone and Email Address:

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Final Contract amount: \_\_\_\_\_

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

SAMPLE

**V. CERTIFICATION**

NOTE: Authorized person(s) with authority to execute this Certification shall sign this Certification on behalf of each of the persons or entities that is a constituent member of the Design-Build Entity that is the Pre-Qualified Applicant seeking to be further pre-qualified by the District for the Project. Make additional copies this certification page as needed to provide certification for each such person or legal entity.

I, the undersigned \_\_\_\_\_, certify and declare that I have read all the foregoing answers to this Project-Specific Pre-Qualification Questionnaire; that all responses are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Place of Execution)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of the person or entity\* on whose behalf this Certificate is signed)

\*Name of the Design-Build Entity (or the Design-Build Entity Member authorized to represent the Design-Build Entity) on whose behalf this Certificate is being signed and submitted on behalf of the Pre-Qualified Applicant.

END OF QUESTIONNAIRE