

DOCUMENT 00911

**ADDENDUM NUMBER 1**

Issued: April 7, 2015

**404 Aviation Boulevard Roof Replacement**

FROM: Sonoma County Water Agency  
404 Aviation Boulevard  
Santa Rosa, CA 95403-9019

TO: Prospective Bidders

This Addendum forms a part of and modifies the Project Manual dated March, 2015. Bidder shall acknowledge receipt of this Addendum in the space provided in Document 00400 (Bid Form).

Modified text is indicated as follows: Double-underline designates text to be inserted; ~~strikethrough~~ designates text to be deleted.

Addendum Number 1 consists of 18 pages (size 8 1/2" x 11") and 0 revised Drawings.

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**I. General Changes**

A. No changes.

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**II. Changes to Introductory Information and Bidding Requirements**

A. Document 00450 (Statement of Qualifications for Construction Work):

1. PART E: EXPERIENCE OF DESIGNATED SUBCONTRACTOR(S), Photovoltaic Subcontractor:

a. Insert the following after the paragraph entitled "License:"

Key Personnel. List Key Personnel who will be assigned to the Work:

Project Manager:

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b. Modify the paragraph entitled "Qualifying Projects" as follows:

**Qualifying Projects.** List three projects of a similar nature and complexity, completed within the past three years that were each commercial rooftop solar installations with at least a 300 KW capacity. Names and references must be current and verifiable. If a separate sheet is used, it must contain all of the information shown on the table that follows:

Bidder shall use the revised Document 00450 (Statement of Qualifications for Construction Work) attached, marked "REVISED 4/7/2015" in its Bid.

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**III. Changes to Contracting Requirements**

A. No changes.

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**IV. Changes to Conditions of the Contract**

A. No changes.

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**V. Changes to Specifications**

A. No changes.

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**VI. Changes to Drawings**

A. No changes.

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**VII. Question(s)/Answer(s)**

No questions received as of issue date of this Addendum Number 1.

END OF DOCUMENT

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DOCUMENT 00450

**STATEMENT OF QUALIFICATIONS FOR CONSTRUCTION WORK**

STATEMENT OF QUALIFICATIONS CHECKLIST

This checklist is for Bidder’s convenience and lists some of the completed documents Bidder shall ensure are submitted with Bidder’s Statement of Qualifications.

- Letter of Assurance Regarding Performance and Payment Bonds (Document 00450, Attachment “A”). Modification of this form may result in rejection of the bid as non-responsive.
- Authorization to Contact Surety Form (Document 00450, Attachment “B”)
- Statement of Qualifications Questionnaire (Document 00450, Attachment “C”)
- Technical Resources identification and description
- Résumés of Key Personnel
- Cal/OSHA 300A log for 2014
- Prime Contractor’s Installation Certification from Roof Membrane Manufacturer
- Evidence that the PV Subcontractor has installed at least three commercial rooftop solar installations of at least 300 KW capacity within the last 3 years.
- Evidence of ability of Roof Membrane Manufacturer to provide 30 year warranty

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**1. REQUIRED CONTENTS OF SOQ SUBMISSION**

- A. Financial Capacity. Owner reserves the right to require submission of audited or reviewed financial statements for the three most recently completed fiscal years for Bidder and each member of any proposed consortium or joint venture, prior to issuance of the Notice of Award. If required, Bidder must also include audited or reviewed financial statements for the three most recently completed fiscal years for any parent company(ies) of Bidder and each member of any proposed consortium or joint venture. Bidder shall fully disclose the nature and extent of any material changes in Bidder's financial condition since the date of its most recent audited or reviewed financial statement(s).
- B. Capability to Provide Required Performance and Payment Bonds.
1. Include a completed "Letter of Assurance Regarding Performance and Payment Bonds" from Bidder's Surety in the form attached to this Document 00450 as Attachment "A";
  2. Include a completed "Authorization to Contact Surety" from Bidder in the form attached to this Document 00450 as Attachment "B."
- C. Human and Physical Resources. Identify, describe, and quantify for Bidder and separately for Bidder's "designated Subcontractor(s)" (as defined in Document 00200 Instructions to Bidders), if any, the following technical resources for the Work:
1. For products or materials listed in the "Major Products List" (see Section 01330 [Submittal Procedures]), provide description and location of manufacturing facilities, naming products and quantifying production capacity and current demand;
  2. Description of field organization(s), naming skills and equipment;
  3. Description of safety program, quality control procedures, and safety experience; and
  4. Evidence of a valid California contractor's license and required licenses of all persons who are Key Personnel of the Bidder or any designated Subcontractor.
- D. Completed Questionnaire. Include a completed "Statement of Qualifications Questionnaire" in the form attached to this Document 00450 as Attachment "C." Add supplementary information if necessary.
- E. Résumés of Proposed Key Personnel. Include a resume for each named Key Personnel of Bidder, and Bidder's (including but not limited to the superintendent) designated Subcontractor(s), to include the following:
1. Name and proposed assignment of Key Personnel - do not include home addresses or phone numbers;
  2. Years of experience;
  3. Education - degrees, schools, and years obtained;
  4. Professional registration(s);
  5. Fluency in English (Yes/No);
  6. Experience directly related to above proposed assignment;
  7. At least three client references, including contact names, addresses, and telephone numbers; and
  8. Description of experience requirements as required by Document 00200 (Instructions to Bidders).
- F. Litigation History. Bidder shall submit a description of all claims and litigation matters, whether pending or resolved, brought by or against Bidder in the last five (5) years, which description shall include, for each such matter, the names of involved parties, the nature of dispute, and its disposition, including the dollar amount of any judgment or settlement.

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**2. GENERAL CONDITIONS**

- A. General Conditions for Content. The SOQ shall be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meets Owner's requirements. To this end, the SOQ shall be so specific, detailed, and complete as to demonstrate clearly and fully that the Bidder has a thorough understanding of and has demonstrated knowledge of the requirements to perform the Work (or applicable portion thereof).
- B. Explanations to SOQ. Any explanation requested by a Bidder regarding the meaning or interpretation of this Document 00450 shall be requested in writing in accordance with Document 00200 (Instructions to Bidders). Oral explanations or instructions will not be binding. Any information provided to any prospective Bidder concerning this Document 00450 will be furnished to all prospective Bidders as an Addendum to the Bidding Documents.

**3. DEFINITIONS**

- A. Except as set forth herein, all abbreviations and definitions of terms used in this Document 00450 are as set forth in Document 00700 (General Conditions) or Section 01420 (References and Definitions).

LETTER OF ASSURANCE REGARDING PERFORMANCE AND PAYMENT BONDS,  
AUTHORIZATION TO CONTACT SURETY FORM, AND STATEMENT OF QUALIFICATION  
QUESTIONNAIRE ARE ON FOLLOWING PAGES

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**ATTACHMENT "A" -- Letter of Assurance Regarding Performance and Payment Bonds**

To Sonoma County Water Agency:

This letter is written by \_\_\_\_\_ [insert name of surety], a surety duly licensed to do business in the State of California, having a financial rating from A. M. Best Company of A or better. The purpose of this letter is to advise the Sonoma County Water Agency that this surety has agreed to provide \_\_\_\_\_ [insert name of Bidder] with the required performance and payment bonds in accordance with the requirements set forth in Documents 00611 (Construction Performance Bond) and 00612 (Construction Labor and Material Payment Bond) for the 404 Aviation Boulevard Roof Replacement, if the Bid submitted by said Bidder is accepted and the Contract is awarded to said Bidder. These performance and payment bonds shall be in the minimum penal sums provided therein.

\_\_\_\_\_  
Signature of Surety's Authorized Representative

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

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**ATTACHMENT "B" -- Authorization to Contact Surety**

The Sonoma County Water Agency is hereby authorized to verify with the Surety identified in Attachment "A" that the Surety will, based upon Bid prices, issue the required bonds under the conditions stated in Attachment "A."

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Signature of Bidder's Authorized Representative

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Name and Title

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Date

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**ATTACHMENT "C" -- Statement of Qualifications Questionnaire**

Bidders shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Document 00200 (Instructions to Bidders) and this Document 00450. Failure to complete the questionnaire or inclusion of any false statement(s) shall be grounds for immediate disqualification. Label attachments with a reference to the related document, part, and question number.

**BIDDER'S CONTACT INFORMATION**

Company Name: \_\_\_\_\_

Owner of Company: \_\_\_\_\_

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

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

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

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**PART A: GENERAL INFORMATION**

Complete Part A before proceeding to Part B.

- 1. Does Bidder possess a valid and current California Contractor’s license for the Work proposed? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. Does Bidder have minimum general liability insurance coverage as required by Document 00800 (Supplementary Conditions)? Yes \_\_\_\_\_ No \_\_\_\_\_

**Bidder will be immediately disqualified if any answer to questions 1 or 2 above is No.**

- 3. Has Bidder’s license been suspended or revoked at any time in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_
- 4. Has Bidder been “default terminated” by an owner (other than for convenience), or has a Surety completed a contract for Bidder within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Labor Commissioner assessments or determination of ineligibility to bid:
  - a. Has Bidder had a final civil wage and penalty assessment against it from the Labor Commissioner more than twice in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. Has Bidder been determined by the Labor Commissioner to be ineligible to bid on public contracts more than twice in the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

**Bidder will be immediately disqualified if any answer to questions 3, 4, 5.a, or 5.b above is Yes.**

**PART B: SAFETY, PREVAILING WAGE, DISPUTES, AND BONDS**

**(SAFETY)**

1. Do you have any Cal/OSHA Citations or Penalties: Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please submit the following information to determine if Bidder meets the suggested safety criteria for this Project. Describe any Cal/OSHA citations and penalties that Bidder has received in the last three years. For each occurrence state whether the action by Cal/OSHA resulted in a citation, or a penalty, or both. Describe the activities that led to the action by Cal/OSHA. Provide dates, citation numbers, penalty amounts, and any other relevant information regarding the action by Cal/OSHA. Responses shall be machine written or neatly printed on company letterhead and signed by an officer of the company.

Separate sheet attached.

2. Experience Modification Rates:  
 What were Bidder’s Interstate Experience Modification Rates as established by the Workers’ Compensation Insurance Rating Bureau for the following three years?

2012: \_\_\_\_\_  
 2013: \_\_\_\_\_  
 2014: \_\_\_\_\_

Average of last three years: \_\_\_\_\_ (no rounding)

If Bidder was not eligible to obtain a formal rating from the Workers’ Compensation Insurance Rating Bureau for any of the years listed above, Bidder shall submit written documentation from its workers’ compensation insurance company that establishes what Bidder’s equivalent experience modification rate would be.

If average of last three years is greater than 1.1, Bidder shall provide an explanation here or as a separate attachment:

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3. Total Recordable Incident Rates (RIR):  
 What were Bidder’s Total Recordable Incident Rates (RIR) for each of the last three complete years?

2012: \_\_\_\_\_  
 2013: \_\_\_\_\_  
 2014: \_\_\_\_\_

Average of last three years: \_\_\_\_\_ (no rounding)

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- 4. Total Lost Time Incident Rates (LTIR):  
What were Bidder's Total Lost Time Incident Rates (LTIR) for each of the last three complete years?

2012: \_\_\_\_\_

2013: \_\_\_\_\_

2014: \_\_\_\_\_

Average of last three years: \_\_\_\_\_ (no rounding)

- 5. State the name of Bidder's safety engineer/manager or Site Safety Officer: \_\_\_\_\_  
Attach a résumé or outline of this individual's safety and health qualifications and experience.

**(PREVAILING WAGE PROVISIONS)**

- 6. In the past five years, has Bidder been fined, penalized or otherwise found to have violated any prevailing wage or labor code provision? If yes, attach description of each occurrence.  
Yes \_\_\_\_\_ No \_\_\_\_\_

**(LICENSE PROVISIONS)**

- 7. In the past five years, has Bidder changed names or license numbers? If so, please state reason for change and list previous name(s) and any previous license number for any of Bidder's principals.

Yes \_\_\_\_\_ No \_\_\_\_\_ Reason: \_\_\_\_\_

Previous name(s) and license number(s): \_\_\_\_\_

**(DISPUTES)**

- 8. In the past five years, has Bidder had any claims, litigation (pending or resolved), or disputes resulting in mediation or arbitration, or termination for cause associated with any project?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, attach description of each such instance including details of total claim amount, judgment amount, or settlement amount, and the adverse party's (or parties') name(s) and phone number(s).

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**(BONDING)**

9. Bonding Capacity - Provide documentation from Bidder's surety identifying the following:

Name of bonding company/surety: \_\_\_\_\_

Name of Surety Agent: \_\_\_\_\_

Surety Agent address: \_\_\_\_\_

Surety Agent phone number: \_\_\_\_\_

Is surety a California-admitted surety? Yes \_\_\_\_\_ No \_\_\_\_\_

Is surety listed in the current edition of the California Department of the Treasury's Listing of approved sureties? Yes \_\_\_\_\_ No \_\_\_\_\_

List surety's A.M. Best Rating: \_\_\_\_\_

What is Bidder's total bonding capacity? \_\_\_\_\_

What percentage rate does Bidder pay for bonds? \_\_\_\_\_

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**PART C: FINANCIAL INFORMATION**

1. Has Bidder ever reorganized under the protection of the bankruptcy laws?  
Yes \_\_\_ No \_\_\_ If yes, please state when \_\_\_\_\_
  
2. If Bidder has had the general liability carrier identified in Document 00420 (Bidder Registration Form) for less than five years, please provide additional information below for balance of the past five years.  
Agency Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Dates: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Dates: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_  
Carrier: \_\_\_\_\_ Dates: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_
  
3. Has Bidder ever had insurance terminated by a carrier? Yes \_\_\_ No \_\_\_  
If yes, explain on separate signed sheet marked with correlating cross-reference to this paragraph of the questionnaire.
  
4. Does Bidder have any outstanding or unsatisfied judgments? Yes \_\_\_ No \_\_\_  
If yes, attach for each such judgment an explanation of the steps Bidder has taken to ensure the judgment won't interfere with Bidder's performance of the Work.

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**PART D: EXPERIENCE OF PRIME CONTRACTOR**

The unique nature of this Project requires prior similar experience of the firm and the Key Personnel assigned. Summarize similar project experience below and provide the detailed project information requested:

**Years of Experience.** List years of experience as a continuously operating entity engaged in the performance of similar work (Five years required, minimum): \_\_\_\_\_

**Certification.** Installation Certification from Roof Membrane Manufacturer

**Key Personnel.** List Key Personnel who will be assigned to the Work:

Project Manager: \_\_\_\_\_

Project Superintendent: \_\_\_\_\_

Project Scheduler: \_\_\_\_\_

**Qualifying Projects.** List three construction projects of a similar nature and complexity, completed within the past five years, with a contract dollar amount of at least \$450,000 each. Names and references must be current and verifiable. If a separate sheet is used, it must contain all of the information shown on the table that follows:

**LIST OF QUALIFYING PROJECTS - PRIME CONTRACTOR**

	Project 1	Project 2	Project 3
Project Name			
Location			
Client			
Client Contact (name and phone number)			
Construction Manager, Project Manager, or Superintendent (name and phone number)			
Description of Project, Scope of Work Performed			
Total Construction Cost			
Completion Date			

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**Recent Projects.**

Provide information about three most recently completed projects. Names and references must be current and verifiable. If a separate sheet is used, it must contain all of the following information:

	Recent Project 1	Recent Project 2	Recent Project 3
Project Name			
Location			
Client			
Client Contact (name and phone number)			
Construction Manager, Project Manager, or Superintendent (name and phone number)			
Description of Project, Scope of Work Performed			
Total Construction Cost			
Completion Date			
Total Change Order Amount			
Original Scheduled Date of Completion			
Time Extensions Granted (number of Days)			
Actual Date of Completion			
Number of Stop Notices filed by subcontractors or suppliers			

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**PART E: EXPERIENCE OF DESIGNATED SUBCONTRACTOR(S)**

**Photovoltaic Subcontractor**

The unique nature of this project requires specific licensing and certification of the Photovoltaic Subcontractor, including the Bidder to the extent Bidder performs such Work itself.

**License.** Attach evidence of a California “C-10” or “C-46” or “B” contractor’s license.

**Key Personnel.** List Key Personnel who will be assigned to the Work:

Project Manager: \_\_\_\_\_

**Qualifying Projects.** List three projects of a similar nature and complexity, completed within the past three years that were each commercial rooftop solar installations with at least a 300 KW capacity. Names and references must be current and verifiable. If a separate sheet is used, it must contain all of the information shown on the table that follows:

**LIST OF QUALIFYING PROJECTS - PHOTOVOLTAIC SUBCONTRACTOR**

	Recent Project 1	Recent Project 2	Recent Project 3
Project Name			
Location			
Capacity (KW)			
Client			
Client Contact (name and phone number)			
Construction Manager, Project Manager, or Superintendent (name and phone number)			
Description of Project, Scope of Work Performed			
Total Construction Cost			
Completion Date			
Total Change Order Amount			
Original Scheduled Date of Completion			
Time Extensions Granted (number of Days)			
Actual Date of Completion			
Number of Stop Notices filed by subcontractors or suppliers			

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**PART F: ADDITIONAL EXPERIENCE REQUIREMENTS**

**Roof Membrane Manufacturer**

Name of Roof Membrane Manufacturer: \_\_\_\_\_

Proposed Roof Membrane: \_\_\_\_\_

The Roof Membrane Manufacturer shall have the human and physical resources of sufficient quantity and quality to perform those aspects of the Contract in a timely and Specification-compliant manner, to include:

**Years in Production.** List years in production of proposed roofing membrane (Twenty years required, minimum): \_\_\_\_\_

**Warranty.** Attach evidence of ability to provide a roofing system with a 30 year warranty.

**Qualifying Projects.** List three construction projects of a similar nature and complexity, supplied within the past five years, with a square footage of at least 30,000 each. Names and references must be current and verifiable. If a separate sheet is used, it must contain all of the information shown on the table that follows:

**LIST OF QUALIFYING PROJECTS - ROOF MEMBRANE MANUFACTURER**

	Project 1	Project 2	Project 3
Project Name			
Location			
Client or Occupant			
Client Contact (name and phone number)			
Type of Roof Membrane			
Size in square feet, (30,000 SF required, minimum)			
Installation date			
Currently in working condition? (Yes or No)			

Bidder certifies, under penalty of perjury, that the foregoing information is current and accurate and authorizes the Sonoma County Water Agency, and its agents and representatives to obtain a credit report and/or verify any of the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

END OF DOCUMENT