

Prequalification Questionnaire Evaluation

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

PURPOSE OF DOCUMENT:	Provide an evaluation matrix to Review Panel.		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	Prequalification Questionnaire Evaluation		
FOR USE WITH:	Design Build Construction Documents		
COMPLETED BY:	<input checked="" type="checkbox"/> Filling in	<input checked="" type="checkbox"/> Adding Text	<input type="checkbox"/> No Data Required
ITS USE IS:	<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Optional	

Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modification and Additions below.)

Modifications and Additions:

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.
3. Facility may modify this document. The criteria and point allocation in the document are examples, and should be modified for each project. There should be a rational relationship between the categories and their relative weight/importance.

Comments:

1. Release of this document is ***optional***. Facility may decide how much information to provide in the prequalification questionnaire evaluation. For example, Facility may (1) issue prequalification questionnaire without completing “assigned points” in the right hand column; (2) may issue this document without the “summary worksheet” on the final page; and/or (3) may decide not to issue this document at all.
2. Do not release the accompanying scoring sheet with names of Review Panel outside the University.

Prequalification Questionnaire Evaluation

{OPTIONAL: FACILITY MAY DECIDE HOW MUCH INFORMATION TO PROVIDE IN THE PREQUALIFICATION QUESTIONNAIRE EVALUATION. FOR EXAMPLE, FACILITY MAY (1) ISSUE PREQUALIFICATION QUESTIONNAIRE WITHOUT COMPLETING “ASSIGNED POINTS” IN THE RIGHT HAND COLUMN; (2) MAY ISSUE THIS DOCUMENT WITHOUT THE “SUMMARY WORKSHEET” ON THE FINAL PAGE; AND/OR (3) MAY DECIDE NOT TO ISSUE THIS DOCUMENT AT ALL, }

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
1. License			
	Has { } code license (minimum).		1
	Does not have { } code license.		NPQ*
2. Construction Experience			
	Number of projects submitted by Proposer costing more than \${ }, completed between {DATE} and {DATE}: 0-1 2 (minimum) 3 4-6 7-10		NPQ 1 3 5 10
	Completion Record. Based upon information received from Proposer regarding days past completion date, rate proposer’s average on-time performance on qualifying projects. 0-20 days 21-35 days 35 plus days		6 3 1
3. Design Experience			
	Number of projects submitted by Proposer costing more than \${ }, completed between {DATE} and {DATE}: 0-1 2 (minimum) 3 4-6 7-10		NPQ 1 3 5 10

“NPQ” denotes “Not Prequalified.”

4. Financial Data									
Financial Statement Evaluation Matrix									
Proposers Name: _____									
Not Prequalified _____ Meets Minimum Criteria _____ Exceeds Minimum Criteria _____									
(Refer to Rating Instructions on next page)									
Financial Ratios	Ratio Calculation	Previous Fiscal Year	Ratio	Most Recent Quarter	Ratio	Next Most Recent Quarter	Ratio	Average Ratio	Rating
1. Current Ratio	Current Assets								
	Current Liabilities								
2. Debt Ratio	Total Debt								
	Total Net Worth								
Total									

Financial Statement Evaluation Matrix – Rating Instruction

A. Calculate each ratio for each reporting period as noted.

B. Average each ratio over the reporting periods.

C. Assign points to each average ratio per the following Table⁽¹⁾:

1. Current Ratio Assets/Liabilities	Less than 1	NPQ
	1 to 1.25	1 Point
	Over 1.25	3 Points
2. Debt Ratio Debt/Net Worth	Over 35%	NPQ
	30 to 35%	1 Point
	Under 30%	3 Points

D. Report the final rating on previous page.

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
5. Design Build Experience			
	<p>Number of projects submitted by Proposer costing more than \$ { }, completed between {DATE} and {DATE}:</p> <p>0-1 2 (minimum) 3 4-6 7-10</p>		<p>NPQ</p> <p>1 3 5 10</p>
6. Claims History			
	<p>6.1 University or Surety Claims: From information submitted by Proposer, determine Percentage of Recovery and Percentage of Claims Frequency for claims made by University or sureties against Proposer or general contractor component on projects listed in Form A since {DATE} which exceeded \$ { }.</p> <p>6.1.1 Percentage of Recovery shall be the total dollar amount recovered by University or sureties for all claims meeting the above-specified criteria, divided by the total dollar amount claimed by University or sureties.</p> <p>6.1.2 Percentage of Claims Frequency shall be the total number of claims meeting the above-specified criteria asserted by University or sureties, divided by the total number of projects listed in Sections 2,3, and 5 of the Prequalification Questionnaire.</p>		

After determining the Percentage of Recovery and the Percentage of Frequency, use the Table below to determine the actual points.

% of Claims Frequency	% of Recovery		
	67% to 100%	34% to 66%	0% to 33%
33% to 100%	NPQ	NPQ	NPQ
6% - 32%	NPQ	3	7
0%-5%	NPQ	7	10
(OR No claims meeting the above criteria = 10 points)			

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points																				
6.	Arbitration and Litigation History																						
	<p>6.2 Proposer Claims: From information submitted by Proposer, determine Percentage of Recovery and Percentage of Claims Frequency for claims made by Proposer or general contractor component against University on projects listed in Form B since {DATE} which exceeded \${ }.</p> <p>6.2.1 Percentage of Recovery shall be the total dollar amount recovered by contractor on all claims meeting the above-specified criteria, divided by the total dollar amount of all claims asserted by contractor meeting the above-specified criteria as submitted on Form(s) B.</p> <p>6.2.2 Percentage of Claims Frequency shall be the total number of claims meeting the above-specified criteria asserted by contractor, divided by the total number of projects listed in Sections 2,3, and 5 of the Prequalification Questionnaire.</p> <p>After determining the Percentage of Recovery and the Percentage of Frequency, use the Table below to determine the actual points.</p> <table border="1" data-bbox="415 1150 1179 1425"> <thead> <tr> <th data-bbox="415 1150 667 1304">% of Claims Frequency</th> <th colspan="3" data-bbox="667 1150 1179 1188">% of Recovery</th> </tr> <tr> <td data-bbox="415 1188 667 1304"></td> <th data-bbox="667 1188 834 1304">67% to 100%</th> <th data-bbox="834 1188 989 1304">34% to 66%</th> <th data-bbox="989 1188 1179 1304">0% to 33%</th> </tr> </thead> <tbody> <tr> <td data-bbox="415 1304 667 1346">33% to 100%</td> <td data-bbox="667 1304 834 1346">NPQ</td> <td data-bbox="834 1304 989 1346">NPQ</td> <td data-bbox="989 1304 1179 1346">NPQ</td> </tr> <tr> <td data-bbox="415 1346 667 1388">6% to 32%</td> <td data-bbox="667 1346 834 1388">NPQ</td> <td data-bbox="834 1346 989 1388">3</td> <td data-bbox="989 1346 1179 1388">7</td> </tr> <tr> <td data-bbox="415 1388 667 1425">0% - 5%</td> <td data-bbox="667 1388 834 1425">NPQ</td> <td data-bbox="834 1388 989 1425">7</td> <td data-bbox="989 1388 1179 1425">10</td> </tr> </tbody> </table> <p>(OR No claims meeting the above criteria = 10 points)</p>	% of Claims Frequency	% of Recovery				67% to 100%	34% to 66%	0% to 33%	33% to 100%	NPQ	NPQ	NPQ	6% to 32%	NPQ	3	7	0% - 5%	NPQ	7	10		
% of Claims Frequency	% of Recovery																						
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0% - 5%	NPQ	7	10																				

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
7. Surety			
	<p>7.1 From listing submitted by Proposer listing names of sureties, determine number of times contracts were taken over by surety since {DATE}:</p> <p>One or more. Never (minimum).</p> <p>7.2 From declaration by surety, can Proposer obtain minimum bonding?</p> <p>No _____ Yes _____</p>		<p>NPQ 4</p> <p>NPQ 1</p>
8. Insurance			
	<p>8.1 From statement submitted by Proposer, can Proposer obtain Minimum General Liability Insurance?</p> <p>No _____ Yes _____</p> <p>Automobile liability in minimum amount?</p> <p>No _____ Yes _____</p> <p>Professional liability in minimum amount:</p> <p>No _____ Yes _____</p>		<p>NPQ 1</p>

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
	8.2 Letters from insurance company No letter. Does not meet limits. Meets limits.		NPQ NPQ 1
9. Disqualification			
	9.1 Is Proposer currently disqualified from UC projects? No _____ Yes _____ 9.2 Is Proposer currently disqualified by other contract entities? No _____ Yes _____		0 NPQ 0 NPQ
10. Rates for Additional Design Services			
	10.1 Rates submitted are reasonable in relation to current market conditions Rates not reasonable Rates are reasonable		NPQ 1

No.	CATEGORY/POINT RANGE	Actual Points	Asgnd Points
11. Proposed Design Build Team Members			
	<p>Number of design build projects submitted by architect costing more than \$ { }, completed between {DATE} and {DATE}:</p> <p>0-1 2 3 4-6 7-10</p> <p>Number of design build projects submitted by project manager costing more than \$ { }, completed between {DATE} and {DATE}:</p> <p>0-1 2 3 4-6 7-10</p> <p>Number of design build projects submitted by other design professionals costing more than \$ { }, completed between {DATE} and {DATE}:</p> <p>0-1 2 3 4-6 7-10</p>		<p>NPQ 1 3 5 10</p> <p>NPQ 1 3 5 10</p> <p>NPQ 1 3 5 10</p>

Go to Summary Work Sheet on next page.

FOR UNIVERSITY USE ONLY
Do Not Issue to Proposer

PREQUALIFICATION EVALUATION SUMMARY WORK SHEET

CATEGORY	Maximum Assignable Points	Actual Points	Minimum Required Points
1. Contractor's License	1		1
2. Construction Experience	10		2
2.1 Total amount	6		1
2.2 Completion record			
3. Design Experience	10		1
4. Financial Data	6		2
5. Design Build Experience	10		1
6. Claims History			
6.1 By University	4		4
6.2 By Proposer	1		1
7. Surety			
7.1 Complete work	1		1
7.2 Bonding capacity	1		1
8. Insurance			
8.1 Limits			
• General liability	1		1
• Auto liability	1		1
• Professional Liability	1		1
8.2 Letter	1		1
	Maximum		

CATEGORY	Assignable Points	Actual Points	Minimum Points
9. Prior Disqualification 9.1 By University of California 9.2 By other University	0.00		0.00
10. Rates	1		1
11. Team Members	30		3
TOTALS	85*		
*Total points to prequalify are {NUMBER} points. Individual category points must meet minimumrequired points for each category for Proposer to be prequalified.			