



**PRE-QUALIFICATION
QUESTIONNAIRE FOR MINOR
CAPITAL PROJECTS
2023**

**General Contractors and
General Engineering Firms**

FCZ Attachment B

CONTACT INFORMATION

Firm Name: _____ Check One: Corporation
(As it appears on license) Partnership
 Sole Prop.
 LLC's

Contact Person: _____

Address: _____

Email: _____

Phone: _____ Fax: _____

If firm is a sole proprietor or partnership:

Owner(s) of Company _____

CONTRACTOR LICENSE INFORMATION

Please include all work that you are licensed to perform and are interested in contracting.

Contractor's License Number(s):

CERTIFICATION INFORMATION

The Zoo gives preferential consideration to any small/local/minority/women-owned business. Please provide any certification(s) and include the certifying agency(s) if applicable.

Certification(s): _____

Certifying Agency(s): _____

Disabled Veteran Business Enterprise (DVBE) certification (*if applicable*):

FCZ Attachment B

Additional Information:

DIR Registration Information

Please Provide Department of Industrial Relations Registration Number, if applicable:

*For more information about obtaining a DIR registration number, please visit:
<https://www.dir.ca.gov/Public-Works/Contractor-Registration.html>*

NOTE: DIR Registration Number is required if the Contractor is awarded the project.

FCZ Attachment B

General Contractor and /or General Engineering firms will be referenced throughout this document as 'Contractor' and it shall be synonymous when used.

FCZ Attachment B

PART I. ESSENTIAL REQUIREMENTS FOR QUALIFICATION

Contractor will be immediately disqualified if the answer to any of questions 1 through 4 is “no.”

Contractor will be immediately disqualified if the answer to any of questions 5, 6, 7 or 8 is “yes.”¹ If the answer to question 7 is “yes,” and if debarment would be the sole reason for denial of pre-qualification, any pre-qualification issued will exclude the debarment period.

1. Contractor possesses a valid and current California Contractor’s license for the project or projects for which it intends to submit a bid.
 Yes No

2. Contractor has a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate.
 Yes No

3. Contractor has current workers’ compensation insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.
 Yes No Contractor is exempt from this requirement, because it has no employees

4. Contractor has current bonding capacity that is sufficient for the project you are seeking pre-qualifications for a single project, or if you are seeking pre-qualifications valid for a year your current available bonding capacity.
 Yes No
NOTE: The notarized letter indicating the bonding capacity must be from the surety company, not an agent or broker.

5. Has your contractor’s license been revoked at any time in the last five years?
 Yes No

6. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?
 Yes No

7. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a contract, or perform as a subcontractor on a contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7
 Yes No
If the answer is “Yes,” state the beginning and ending dates of the period of debarment: _____

¹ A contractor disqualified solely because of a “Yes” answer given to question 6, 7, or 8 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

FCZ Attachment B

8. At any time during the last five years, has your firm, or any of its owners or officers been convicted of a crime involving the awarding of or performance of a contract ?
 Yes No

PART II. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

NOTE: The following questions is not determined on bid status.

A. Current Organization and Structure of the Business

For Firms That Are Corporations:

- 1a. Date incorporated: _____
 1b. Under the laws of what state: _____
 1c. 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

- 1d. 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:

- 1a. Date of formation: _____
 1b. Under the laws of what state: _____
 1c. Provide all the following information for each partner who owns 10 per cent or more of the firm.

FCZ Attachment B

Name	Position	Years with Co.	% Ownership

1d. 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:

- 1a. Date of commencement of business. _____
- 1b. Social security number of company owner. _____
- 1c. 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 Are LLC:

- 1a. Date of Commencement of LLC. _____
- 1b. Identify all the following information of the business owner or owner(s).

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

FCZ Attachment B

For Firms That Intend to Make a Bid as Part of a Joint Venture:

- 1a. Date of commencement of joint venture. _____
- 1b. 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:

Name of firm	% Ownership of Joint Venture

B. History of the Business and Organizational Performance

NOTE: The following question will not be weighted in decision.

- 2. Has there been any change in ownership of the firm at any time during the last three 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.

- 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," explain on a separate signed page.

- 4. Are any corporate officers, partners, managers, or owners connected to any other construction firms.
NOTE: Include information about other firms if an owner, partner, or officer of your firm holds a similar position in another firm.
 Yes No
 If "yes," explain on a separate signed page.

- 5. How many years has your organization been in business in California as a contractor under your present business name and license number? ____ years

- 6. Is your firm currently the debtor in a bankruptcy case?
 Yes No
 If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.

FCZ Attachment B

7. Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 6, above)

Yes No

If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which, the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.

Licenses

8. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm:

9. If any of your firm's license(s) are held in the name of a corporation, partnership or LLC, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

10. Has your firm changed names or license number in the past five years?

Yes No

If "yes," explain on a separate signed page, including the reason for the change.

11. Has any owner, partner or (for corporations) officer, (for LLC) managers, 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.

12. 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.

Disputes

13. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract?

Yes No

FCZ Attachment B

If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.

14. In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any project for any reason?
NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.

Yes No

If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project, and the basis for the action.

15. In the last five years has your firm been denied an award based on a finding by an agency that your company was not a responsible bidder?

Yes No

If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project, and the basis for the finding by the agency.

* * * * *

NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$50,000.

16. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes No

If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.

Criminal Matters and Related Civil Suits

17. Has your firm or any of its owners, officers, managers, or partners ever been convicted of a crime involving any federal, state, or local law related to construction?

Yes No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the agency, the date of the conviction and the grounds for the conviction.

FCZ Attachment B

18. Has your firm or any of its owners, officers, managers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?
 Yes No
If “yes,” identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.

Bonding

19. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

C. Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety

20. Has CAL OSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violations of its safety or health regulations in the past five years?

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

- Yes No

If “yes,” attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

21. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?

FCZ Attachment B

NOTE: If you have filed an appeal of 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," attach a separate signed page describing each citation.

22. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?

NOTE: If you have filed an appeal of 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," attach a separate signed page describing each citation.

23. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?
-

24. Within the last five years has there ever been a period when your firm had employees but was without workers' compensation insurance or state-approved self-insurance?

Yes No

If "yes," please explain the reason for the absence of workers' compensation insurance on a separate signed page. If "No," please provide a statement by your current workers' compensation insurance carrier that verifies periods of workers' compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

Prevailing Wage and Apprenticeship Compliance Record

25. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the **state's** prevailing wage laws?

NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.

Yes No

If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.

FCZ Attachment B

26. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the **federal Davis-Bacon prevailing wage requirements?**

Yes No

If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.

27. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices?

NOTE: You may omit reference to any incident that occurred prior to January 1, 1998, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.

Yes No

If "yes," provide the date(s) of such findings and attach copies of the Department's final decision(s).

PART III. RECENT CONSTRUCTION PROJECTS COMPLETED

28. Contractor shall provide information about its most recently completed projects, any zoo or animal park projects, and the largest completed project within the last three years.² Names and references must be current and verifiable. Use separate sheets of paper that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

² If you wish, you may, using the same format, also provide information about other projects that you have completed that are similar to the project(s) for which you expect to bid.

FCZ Attachment B

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

Construction Manager (name and current phone number):

Description of Project, Scope of Work Performed:

Total Value of Construction (including change orders): _____

Original Scheduled Completion Date: _____

Time Extensions Granted (number of days): _____

Were Liquidated Damages assessed?
Yes or No. If so, how much? _____

Actual Date of Completion: _____

FCZ Attachment B

PART IV. PROJECT TEAM

29. Contractor shall provide resumes for each and every person who will have any direct or indirect management responsibility for a future Project at FCZ, including but not limited to project executives, project managers, field superintendents and field engineers. Respondents must also attach an Organizational Chart for their company.

* * * * *

I, the undersigned, certify and declare that I have read all the foregoing answers to this prequalification 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

(Name & Title)