REQUEST FOR QUALIFICATIONS

FOR

ARROYO HIGH SCHOOL PHASE 2 MODERNIZATION (NEW THEATRE & ADMINISTRATION BUILDING) PROJECT

USING BEST VALUE PROCUREMENT METHOD

Request for Qualifications No. 2026-27-BV1

OCTOBER 15, 2026

TABLE OF CONTENTS

A. INTRODUCTION 2
C. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS 4
D. OWNERSHIP OF DOCUMENTS 4
E. RFQ TIMELINE/ SCHEDULE 4

SECTION 02 - PROJECT INFORMATION 6
A. PROJECT DESCRIPTION 6
B. PROJECT BUDGET AND SCHEDULE 6
C. LICENSE REQUIREMENTS 6
D. LABOR REQUIREMENTS 6

SECTION 03 – RFQ EVALUATION CRITERIA 8
A. EVALUATION/ SCORING OF SOQ 8
B. QUALIFICATION SCORE AND BEST VALUE SCORE 8
C. UNIFORM SCORING RUBRIC 9
D. EVALUATION SCORING & STEPS 10
E. SCORING CATEGORIES AND SUBMISSION REQUIREMENTS 10

SECTION 04 - RFQ SUBMISSION INSTRUCTIONS 19
A. GENERAL INFORMATION 19
B. SEPARATE ADMINISTRATIVE AND EVALUATION MATERIALS 19
C. SEPARATE SEALED BID PRICE 20
D. FORMAT OF HARD COPY DOCUMENTS 21
E. FORMAT OF ELECTRONIC DOCUMENTS 21
F. SUBMISSION OF SOQ 21

SECTION 01 – INTRODUCTION

A. INTRODUCTION

The El Monte Union High School District ("District") is requesting Statements of Qualifications (SOQ) and Proposals from qualified construction firms to provide and furnish labor, materials, tools, equipment, and transportation services necessary to perform construction and related services for the **Arroyo High School Phase 2 Modernization (New Theatre & Administration Building) Project** ("Project") located at 4921 Cedar Ave., El Monte, CA 91732. The Project will use the best value procurement method in accordance with the Best Value Statute.

Pursuant to Resolution No. 30-25/26, the El Monte Union High School District Board of Trustees has approved use of the best value procurement method under Public Contract Code section 20119.8 *et seq*. ("Best Value Statute") for certain public projects.

Pursuant to Public Contract Code section 20119.10, the District has established the two-phase qualification-scoring process described below. Prospective construction firms are referred to as "Contractor" or "Contractors" in this RFQ. The information and documents submitted in response to this RFQ constitute the Contractor's Statement of Qualifications ("SOQ"). Contractors shall submit a complete, accurate SOQ with all required attachments and the signed declaration. The District will award a "best value contract" to the "best value contractor" that has the "best value score" and provides the District the "best value" as these terms are defined in the Best Value Statute.

As a condition of submitting a bid for this Project, Contractors must first be prequalified under the District's current prequalification application, meeting the requirements under Public Contract Code section 20111.6. This requirement applies regardless of whether or not this Project uses funds as stated in Public Contract Code section 20111.6(a). Mechanical, electrical, and plumbing subcontractors as defined in Public Contract Code section 20111.6(a) need to be prequalified pursuant to Public Contract Code section 20111.6 as required by the bid documents. Only prequalified contractors may submit an SOQ. Contractors that are currently prequalified by the District and whose prequalification remains valid and such status is not scheduled to expire, lapse, or otherwise change before the bid deadline for the Project are not required to submit a new prequalification application. Notwithstanding the foregoing, the District reserves the right, in its sole discretion, to require any such Contractor to provide additional, updated, or supplemental information or documentation as the District deems necessary to verify, confirm, or update the Contractor's existing prequalification status. The contractor's bid cannot exceed their prequalified amount.

The selection of the successful Bidder for this Project will consist of a scored evaluation process consisting of two steps: Step 1: Contractor Statement of Qualifications; Step 2: Price Bid. The evaluations will be conducted in accordance with this RFQ, and points awarded at each step using the scoring values shown in Section 03 below. Evaluations will be conducted as described in the RFQ.

Two Step Solicitation Process

1. **STEP 1**- Statement of Qualifications (SOQ): Only Contractors that prequalify under the District's current prequalification application as referenced above shall be allowed to submit an SOQ. As part of the SOQ, potential Contractors submit their relevant experience, management competency and past performance for review and consideration by the Owner. The District will review the Contractor's SOQ to determine the Contractor's overall "Qualification Score"- see Section 03.B below. This overall Qualification Score will be used as the divisor to calculate the Contractor's best value score as referenced in Public Contract Code section 20119.8(d).
2. **STEP 2**- Price Bid: The best value contractor is determined by dividing each bidder's price by its qualification score. The lowest resulting cost per quality point will represent the best value bid. The award of the contract shall be made to the bidder whose bid is determined to be the best value to the District.

Contractors are to provide both items above in two separate sealed envelopes.

B. REQUEST FOR STATEMENT OF QUALIFICATIONS

It is mandatory that all prospective bidders for the Project provide all information and materials requested herein and must be previously prequalified by the District to submit a bid for the Project. No SOQ or bid will be accepted from a bidder that fails to comply with these requirements.

Answers to all questions contained in this RFQ, with accompanying notes and any supplemental information, are required. The District will use these documents as the basis to calculate the bidder's Qualification Score. The District's decision will be based on the evaluation criteria as set forth in this RFQ. The District reserves the right to adjust, increase, limit, suspend or rescind any scoring consistent with this RFQ based on subsequently learned information.

The District reserves the right to independently verify information submitted by the Contractor and to obtain and consider relevant information from other sources, including references, prior project owners, public records, governmental agencies, and the District's own records. Such information may be considered in evaluating the Contractor under the criteria and procedures stated in this RFQ. The District may request clarification of any discrepancies identified.

Each SOQ must be signed under penalty of perjury in the manner designated on the forms included in this RFQ. If any information provided by a bidder becomes inaccurate, the bidder must immediately notify the District and provide updated accurate information in writing, under penalty of perjury.

The District reserves the right to waive minor irregularities and omissions in the information contained in any submitted SOQ and in the prequalification process, and to make all final determinations. The District reserves the right to accept or reject any or all SOQs. Receipt of SOQs and responses to this RFQ does not obligate the District in any way to proceed with this RFQ or the Project. The District has no obligation to conduct debriefings or similar meetings concerning the evaluation or selection process and may deny any request in its sole discretion.

Bidders shall submit all fully completed and sealed SOQs and Bids to:

El Monte Union High School District
Purchasing Department – Attn: M. Sanchez
1003 Durfee Ave.
South El Monte, CA 91733

The District may refuse to grant prequalification where the requested information and materials are not provided, or where an SOQ is not timely or fully submitted to the District by the deadline.

C. DISTRICT NOT RESPONSIBLE FOR PREPARATION COSTS

All costs of preparing and submitting an SOQ or bid and participating in this procurement shall be borne by the Contractor and will not be reimbursed separately by the District. The District shall not reimburse costs resulting from cancellation of this RFQ. No Contractor is entitled to payment for work or services without entering into a written contract approved and ratified by the District's governing Board of Education. No scored interviews or negotiations of sealed bid prices are contemplated by this RFQ at this time.

D. OWNERSHIP OF DOCUMENTS

All SOQs and documents provided in response to this RFQ shall become the property of the District. All SOQs and documents provided in response to this RFQ shall not be open to public inspection to the extent that information is exempt from disclosure under the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code). A Contractor's confidentiality designation does not in itself establish an exemption.

E. RFQ TIMELINE/ SCHEDULE

The District anticipates the general schedule/milestones below; however, these dates are estimates and are subject to change in the District's sole discretion.

EVENT/ DESCRIPTION	DATE/ DEADLINE
Release of RFQ	October 15, 2026
Mandatory Pre-Bid Conference/Job Walk	November 12, 2026 at 9:30 a.m.
Deadline for Requests for Information/ Clarification	December 3, 2026 (end of business day)
Deadline to Submit District's Prequalification Application (see Section 01.A above)	December 15, 2026
Deadline for District to Issue Addendum	December 18, 2026
Notice to Prequalified Bidders	December 22, 2026
SOQ and Sealed Bids Due (in separate sealed envelopes)	**January 14, 2027 at 2:00 p.m.**
Best Value Score Determination	January 22, 2027

EVENT/ DESCRIPTION	DATE/ DEADLINE
Award of Best Value Contract	February 3, 2027
Notice to Proceed	February 15, 2027
Mobilization	February 15, 2027
Start of Construction	March 1, 2027
Substantial Completion	December 30, 2028
Project Completion	March 1, 2029

SECTION 02 - PROJECT INFORMATION

A. PROJECT DESCRIPTION

The project consists of constructing a new theater and administration building at Arroyo High School. Work includes foundations and structure, architectural finishes, mechanical, electrical, and plumbing systems, theater-related facilities, a campus-wide keyless access system, electrical site upgrades, and associated site improvements, as detailed in the contract documents.

B. PROJECT BUDGET AND SCHEDULE

The estimated budget for the construction of the Project is $35,000,000. The District reserves the right to change the Project budget at any time. The estimated construction duration is Twenty-Four (24) months from the date of the Notice to Proceed.

DSA Application / File No.:	03-123641 / 19-H10
Notice to Proceed:	February 15, 2027
Preconstruction Start:	February 15, 2027
Building Construction:	March 1, 2027 – December 30, 2028
Building Construction Duration:	670 Calendar Days
Substantial Completion:	December 30, 2028
Final Completion / Administrative Closeout:	March 1, 2029
Anticipated Construction Value:	Approximately $35,000,000

C. LICENSE REQUIREMENTS

Pursuant to the Best Value Statute and the California Business and Professions Code, the Contractor must be properly licensed to perform the work required for the Project. The Contractor shall possess a valid and active **Class B** contractor's license, at the time of submission of its SOQ, and shall maintain such license in good standing for the duration of the contract to be entered into with the District for the Project. Failure to possess and maintain the required license shall constitute grounds for rejection and disqualification of the Contractor's SOQ or termination of the contract.

D. LABOR REQUIREMENTS

The Contractor and all subcontractors of every tier shall comply with the requirements set forth in Division 2, Part 7, Chapter 1 of the Labor Code. Pursuant to California Labor Code section 1720 *et seq*., it shall be mandatory upon the Contractor to whom the contract is awarded, and upon any subcontractor under such Contractor, to pay not less than the said specified rates to all workers employed by them in the execution of the contract for construction of the Project.

A Contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code (if applicable), or engage in the performance of any contract for public work, as defined in the Labor Code, unless currently registered and qualified to perform public work pursuant to Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

The Contractor and all subcontractors shall furnish certified payroll records as required pursuant to Labor Code section 1776 directly to the Labor Commissioner in accordance with Labor Code section 1771.4 on at least a monthly basis (or more frequently if required by the District or the Labor Commissioner) and in a format prescribed by the Labor Commissioner. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

In compliance with Public Contract Code section 20119.10(b)(2), the Contractor and all subcontractors of every tier shall provide an enforceable commitment that the Contractor and each such subcontractor will use a skilled and trained workforce to perform all work required on the Project that falls within an apprenticeable occupation in the building and construction trades.

This Project is subject to the District's Continuity of Work Agreement ("CWA") dated June 12, 2024, therefore the separate skilled and trained workforce commitment otherwise required under section 20119.10(b)(2) shall not be required. The Contractor shall agree to be bound by the District's project CWA and shall ensure that its subcontractors at every tier comply with that agreement, including any skilled and trained workforce requirements contained therein.

SECTION 03 – RFQ EVALUATION CRITERIA

A. EVALUATION/ SCORING OF SOQ

Contractors will be evaluated under the scoring system set forth below based on the criteria set forth in this RFQ. The District will consider the adequacy of any SOQ in deciding the relevance and weight of the information provided in any SOQ. The District will evaluate each Contractor's qualifications using the criteria and point system identified below. Evaluation will consider the completeness, relevance, and reliability of the information submitted and the extent to which that information demonstrates the Contractor's ability to successfully perform the Project.

"**Required Submissions**" identifies information and documents the Contractor is required to submit with its SOQ. "**Recommended Supporting Materials**" identifies supplemental materials the Contractor should submit, when available, to substantiate its qualifications. Recommended Supporting Materials are optional; however, unsupported statements may receive less credit than qualifications supported by relevant evidence. The District may verify any submitted information and documents through references, public records, and other sources that the District determines, in its sole discretion, is desired or required. Failure to provide required information will be scored accordingly in the District's discretion.

Unless otherwise stated, references to "within the preceding [number] years" mean the [number]-year period immediately preceding the submission deadline. If a required disclosure does not apply, the Contractor shall affirmatively state "None" or "Not Applicable" and provide an explanation where necessary. If a required document is unavailable, the Contractor shall identify the document, explain its unavailability, and provide available alternative documentation. An explanation does not automatically excuse compliance with a mandatory submission requirement. All information and documents required below shall be submitted with the SOQ, even if previously provided in the Contractor's prequalification application as referenced in Section 01.A.

B. QUALIFICATION SCORE AND BEST VALUE SCORE

The "Qualification Score" is the numerical score assigned to the Contractor based on the District's evaluation of its qualifications under the categories, maximum points, and scoring methodology stated in this RFQ. The Qualification Score shall equal the sum of the points awarded in each evaluation category. A higher Qualification Score indicates a more favorable evaluation of the Contractor's qualifications.

If multiple evaluators independently score an SOQ, each evaluator shall calculate a total score by adding the points awarded in all evaluation categories. The Contractor's final Qualification Score shall be the average of those evaluators' total scores. The District's standard prequalification establishes eligibility to participate and does not independently earn additional points. However, information submitted in the prequalification application may be considered under the applicable evaluation categories and maximum points stated in this RFQ. Qualification scoring shall be completed and documented before Contractor identities and bid prices are disclosed to the qualification evaluators, in accordance with Public Contract Code section 20119.10(d).

For each eligible Contractor submitting a responsive bid, the District shall calculate the "Best Value Score" pursuant to Public Contract Code section 20119.8(d) as follows:

Best Value Score = Contractor's Bid Price ÷ Contractor's Final Qualification Score

The District shall use the bid price determined under the bidding documents and the final Qualification Score for this calculation. A lower Best Value Score represents better value. Subject to satisfaction of all applicable procurement requirements and the District's right to reject all bids, the Contractor with the lowest Best Value Score shall be recommended for award of a contract.

C. UNIFORM SCORING RUBRIC

Each evaluator shall rate each evaluation category from 0 through 5 using the rubric below. The points awarded for each category shall equal the rating divided by 5, multiplied by the category's maximum points. For example, a rating of 4 in a category worth 225 points earns 180 points: (4 ÷ 5) × 225 = 180.

Each evaluator shall add the category points to determine a total Qualification Score. If multiple evaluators independently score an SOQ, their total scores shall be averaged to determine the Contractor's final Qualification Score. The District shall divide the Contractor's bid price by its unrounded final Qualification Score to determine its Best Value Score. A lower Best Value Score represents better value score.

Uniform Scoring Rubric

Each evaluator shall assign a whole-number rating from 0 through 5 for each evaluation category using the following uniform scale:

Rating	Standard
0 — Not Demonstrated	The submission provides no relevant information demonstrating qualifications under the category.
1 — Limited	The submission demonstrates limited qualifications, with substantial weaknesses or insufficient supporting information.
2 — Partially Demonstrated	The submission demonstrates some relevant qualifications but contains material weaknesses or gaps in supporting information.
3 — Satisfactory	The submission adequately demonstrates relevant qualifications and the ability to meet the Project's requirements.
4 — Strong	The submission demonstrates strong relevant qualifications, supported by specific evidence of successful performance and capability.
5 — Exceptional	The submission demonstrates exceptional relevant qualifications, supported by substantial evidence of successful performance and capability directly applicable to the Project.

Points for each category shall be calculated as follows:

Category Points = (Rating ÷ 5) × Maximum Points for the Category

Evaluators shall apply this rubric consistently using the criteria stated for each category and briefly document the basis for each rating. Category points shall be totaled and, when multiple evaluators independently score an SOQ, averaged as provided above to determine the final Qualification Score.

This rubric does not excuse failure to satisfy a mandatory eligibility or submission requirement. Recommended Supporting Materials are optional, and their absence alone shall not reduce a rating if other submitted information adequately supports the Contractor's qualifications.

D. EVALUATION SCORING & STEPS

Step 1: Contractor Statement of Qualifications Scoring

	CATEGORY	MAX. POINTS
A	General Qualifications	50
B	Experience and Qualifications Relevant to the Project	225
C	Past Performance with District and Other School/ Community College Districts	100
D	Financial Condition	150
E	Claims & Litigation History	150
F	Safety	75
G	Labor Compliance	50
H	Project Management Team	200
	TOTAL MAXIMUM EVALUATION CRITERIA POINTS AVAILABLE	**1,000**

Step 2: Purchase Price Bid and Final Qualification Score

Best Value Score = Contractor's Bid Price ÷ Contractor's Final Qualification Score

E. SCORING CATEGORIES AND SUBMISSION REQUIREMENTS

1. Step 1: Contractor Statement of Qualifications

A. General Qualifications (50 points)

The District will evaluate the Contractor's organizational experience, capabilities, and resources relevant to successful performance of the Project. Considerations will include the Contractor's organizational structure; experience performing public works construction; availability of personnel, equipment, and other resources; and systems for administering contracts, coordinating subcontractors, and maintaining required project documentation. The information provided in the Contractor's prequalification application as referenced in Section 01.A above shall also be considered.

Required Submissions

The Contractor shall submit:

- A company profile identifying its legal business name, business entity type, principal office, years in business, ownership, and any former business names used within the preceding ten years.
- An organizational chart identifying principal officers and the departments or personnel responsible for construction operations, contract administration, safety, labor compliance, and quality control.
- A narrative describing its public works construction operations, available equipment and resources, and procedures for administering contracts, coordinating subcontractors, and maintaining project records.
- Disclose any license suspensions, revocations (even if such revocation was stayed at any time), debarments, or restrictions within the preceding ten years, including their current status and any corrective measures.

Recommended Supporting Materials

The Contractor should submit relevant organizational certifications, descriptions of established operating procedures, and documentation demonstrating available equipment or other resources. Marketing materials should be limited to information directly supporting the evaluation criteria.

B. Experience and Qualifications Relevant to the Project (225 points)

The District will evaluate the Contractor's demonstrated experience, competency, capability, and capacity to complete projects of similar size, scope, and complexity as this Project. Consideration will be given to comparable construction methods, site conditions, scheduling constraints, and operational requirements.

Required Submissions

The Contractor shall submit:

- Project information sheets for at least three comparable projects completed within the preceding five years. Each sheet shall identify:
    - Project name, location, owner, and owner reference contact information.
    - Scope of work and features comparable to this Project.
    - The Contractor's role and portions of the work self-performed.
    - Original and final contract amounts.
    - Total change orders for the project.
    - Original contractual completion date, extensions by the owner, and actual completion date.

- Reasons for cost or schedule changes, distinguishing owner-directed changes and other circumstances from matters attributable to the Contractor.
- Key personnel involved and whether those personnel are proposed for this Project.

- A narrative explaining how the identified experience addresses this Project's specific requirements and challenges.
- A current workload and backlog schedule identifying active and awarded projects, remaining contract values, anticipated completion dates, and principal staffing commitments.
- A description of the personnel, equipment, and other resources available to perform this Project within the required schedule.
- As applicable, the response shall address California public school construction, Division of the State Architect requirements, occupied schools, phased construction, limited construction windows, existing utilities, and coordination with school operations.

Recommended Supporting Materials

The Contractor should submit completion or acceptance records, relevant project photographs, owner evaluations, and documentation of successful performance under comparable project constraints.

C. Past Performance with District and Other School/ Community College Districts (100 points)

The District will evaluate documented performance on projects for the District and other California school districts and community college districts within the preceding seven years. The evaluation will focus on the Contractor's demonstrated ability to successfully perform projects of similar size, scope, complexity, and delivery method, and to satisfy the contractual, schedule, quality, safety, administration, closeout, and warranty requirements, and other requirements applicable to public school construction projects.

The District may verify any information submitted by the Contractor, contact references, review publicly available information concerning identified projects, and request clarification or additional information concerning a Contractor's past performance. The District may also consider information maintained in the District's project and contract records concerning the Contractor's prior performance on District projects.

The mere fact that a Contractor has previously performed work for the District may not, by itself, result in a favorable or unfavorable evaluation. The District will evaluate the documented quality, relevance, and results of the Contractor's actual performance in accordance with the criteria stated in this RFQ.

Required Submissions

The Contractor shall submit:

- A list of all projects performed for the El Monte Union High School District during the preceding ten years, identifying project name, scope, contract amount, date of completion or status, and the District contact.

- At least three school district or community college district references for comparable projects, including current contact information. References may overlap with those submitted under Category 2.
- A performance narrative for each referenced project addressing schedule compliance, quality, coordination, change orders, punch list completion, closeout, and warranty response.
- A description of significant documented performance deficiencies on the identified projects, the Contractor's response, and corrective measures taken.

Recommended Supporting Materials

The Contractor should submit owner performance evaluations, reference letters, completion certificates, and records demonstrating timely correction of deficiencies and fulfillment of warranty obligations.

D. Financial Condition (150 points)

The District will evaluate whether the Contractor has sufficient financial resources to perform the Project while meeting its existing obligations. Considerations will include financial stability, liquidity, available credit, backlog, and capacity to obtain required bonds and insurance. The District will review and consider all information provided in the Contractor's prequalification application as referenced in Section 01.A above.

Required Submissions

Submit a letter, dated within 90 days before the SOQ deadline, from an admitted surety insurer authorized to issue the required bonds in California, with an A.M. Best rating of at least A- VIII or better, confirming current available single-project and aggregate bonding capacity after existing commitments and capacity to furnish this Project's required performance and payment bonds.

Submit a copy of the Contractor's recent certificate of insurance and additional insured endorsement evidencing the Contractor's ability to meet all insurance requirements of the bid documents for the Project.

Recommended Supporting Materials

The Contractor should submit additional documentation supporting the Contractor's financial condition and stability.

E. Claims and Litigation History (150 points)

The District will evaluate the Contractor's history of claims, disputes, litigation, arbitration, mediation, and other formal proceedings arising out of or relating to the performance of construction or construction-related contracts to the extent that this history provides relevant evidence of contract performance, management competency, financial condition, labor compliance, or safety.

The District may consider publicly available information and may seek clarification or additional information from the Contractor concerning any disclosed matter or information reasonably related to the evaluation of this category. The District may also consider

information demonstrating that a reported matter was inaccurately characterized, subsequently resolved, dismissed, withdrawn, or otherwise disposed of in a manner different from that initially reported or disclosed.

Required Submissions

Provide a list or schedule of all of the Contractor's claims, disputes, litigation, arbitration, mediation, and other formal proceedings arising out of or relating to the performance of construction or construction-related contracts within the preceding ten years where the amount in controversy was over $50,000. The Contractor shall identify all such matters involving the Contractor, whether asserted by or against the Contractor, including matters involving public agencies, school districts, community college districts, or other governmental entities, and shall provide sufficient information to permit the District to evaluate the nature, circumstances, status, and disposition of each matter. Disclose any contract terminations for cause or convenience and surety takeovers during the same period regardless of amount.

For each matter, the Contractor shall provide, at a minimum:

- The name of the project and project owner/ entity;
- The nature and general description of the claim, dispute, or proceeding;
- The amount claimed or in controversy;
- The Contractor's position concerning the matter;
- The status and/or resolution of the matter, including any settlement, judgment, award, or other disposition;
- The dates relevant to the matter; and
- Any other information as may reasonably be necessary for the District to understand the circumstances and outcome.

Recommended Supporting Materials

The Contractor should submit records supporting its explanation of responsibility, disposition, and corrective measures, including owner correspondence or documentation that an adverse determination was reversed or vacated. The District's evaluation will consider the nature, frequency, seriousness, and outcome of disclosed matters relative to the Contractor's volume of work.

F. Safety (75 points)

For purposes of determining whether the Contractor has an "acceptable" safety record under the Best Value Statute, the District will review the Contractor's experience modification rate ("EMR") for the most recent three-year period, together with the other safety information. A Contractor whose EMR for the most recent three-year period averages 1.00 or less satisfies the EMR component of the statutory standard for an acceptable safety record.

In addition to the foregoing, the District will evaluate the Contractor's demonstrated commitment to and record of maintaining safe construction operations and jobsite conditions. The District's evaluation will consider the Contractor's safety experience, practices, procedures, performance history, and demonstrated ability to implement and maintain effective safety programs on projects of similar size, scope, complexity, and construction environment.

Required Submissions

The Contractor shall submit:

- Experience modification rates for the most recent three-year period, supported by documentation from its workers' compensation insurer or the applicable rating organization.
- Contractor's current Injury and Illness Prevention Program and a brief description of proposed safety measures for this Project, including protection of students, staff, visitors, and workers.
- A schedule of serious or willful occupational safety citations issued within the preceding three years, including citation documents, current status or final disposition, and corrective measures.

Recommended Supporting Materials

The Contractor should submit relevant safety audit results, training summaries, incident prevention examples, and documentation demonstrating implementation of corrective measures.

G. Labor Compliance (50 points)

The District will evaluate the Contractor's ability to comply with, and past conformance with, statutory and contractual requirements concerning prevailing wages, apprenticeship, and the use of a skilled and trained workforce, including compliance by subcontractors at every tier.

Required Submissions

The Contractor shall submit:

- Commitment to Use Skilled and Trained Workforce. Submit a written statement that the Contractor and its subcontractors at every tier will use a skilled and trained workforce in accordance with Public Contract Code section 2600 *et seq* to perform all work on the Project. Failure to provide this written statement shall result in rejection of the Contractor's SOQ.
- Compliance Procedures. Describe the Contractor's procedures for complying with all required prevailing wage and apprenticeship requirements, including review of certified payroll records and monitoring and enforcement of subcontractor compliance. Identify the personnel responsible.
- Compliance History. Provide copies of any DIR Civil Wage and Penalty Assessments and apprenticeship enforcement determinations issued against the Contractor within the preceding seven years. Explain the circumstances, current status or final resolution, and

corrective measures taken. Disclose any labor-related debarments during that period. If none, state "None."

- Skilled and Trained Workforce Plan. Describe how the Contractor and its subcontractors at every tier will comply with applicable skilled and trained workforce requirements under Public Contract Code sections 20119.10(b) and 2600 *et seq*. Address verification of worker qualifications, applicable apprenticeship graduation percentages, subcontractor monitoring, and monthly compliance reporting.
- Sample Report and Commitment. Provide a sample monthly workforce compliance report prepared for another school district. If unavailable, explain why and provide a proposed report form.
- Project Labor Agreement. Describe the Contractor's experience performing projects subject to project labor agreements or similar agreements (PLA) within the preceding seven years, identifying the projects, owners, scope of work, and its responsibilities for administering PLA requirements and monitoring subcontractor compliance. Please note any PLA-related disputes, grievances, claims, arbitration proceedings, or alleged violations pending, initiated, or resolved during that period that involved the Contractor or its subcontractors.

Recommended Supporting Materials

The Contractor should submit relevant labor compliance audit results, personnel training records, and examples demonstrating effective subcontractor monitoring and correction of violations. Evaluation will consider the seriousness and frequency of established violations, their disposition, and the effectiveness of measures to prevent recurrence.

H. Project Management Team (200 points)

The District will evaluate the experience, qualifications, competency, capability, and capacity of the Contractor's proposed Project Management Team to successfully manage and complete the Project. The District will evaluate the proposed management staffing based upon its demonstrated experience and ability to complete projects of similar size, scope, complexity, construction type, delivery method, and operating environment. The District will evaluate the proposed team as a whole and the qualifications of the individual key personnel, including the extent to which the proposed personnel demonstrate the experience, competency, capability, and capacity necessary to successfully perform the Project.

The Contractor acknowledges that the qualifications and experience of the proposed Project Management Team are material considerations in the District's evaluation of the Contractor's qualifications. Accordingly, the Contractor shall commit the individuals identified in its SOQ as the Project Executive, Project Manager, Project Superintendent, and other designated key personnel to perform the corresponding roles on the Project. Except for circumstances beyond the Contractor's reasonable control, the Contractor shall not remove, reassign, or replace identified key personnel without the District's prior written approval. Any request for substitution shall identify the reason for the proposed substitution and shall include the qualifications and relevant project experience of the proposed replacement. The District may reject a proposed substitution if, in the District's reasonable judgment, the proposed

replacement does not possess qualifications and relevant experience that are substantially equivalent to or greater than those of the originally proposed individual.

Required Submissions

The Contractor shall submit:

- The identities of the individuals it proposes to assign to the Project in key management positions, including, at a minimum, the Project Executive, Project Manager, and Project Superintendent.
- An organizational chart identifying the proposed Project Executive, Project Manager, Project Superintendent, and other key management and supervisory personnel, including their respective roles, responsibilities, reporting relationships, and anticipated level of involvement in the Project.
- Resumes or qualification summaries for each proposed key individual identifying relevant education, licenses and certifications, years of experience, current and prior employment, relevant project experience, role and responsibilities on each identified project, the dates of such experience, and relevant school construction experience.
- A summary identifying up to three projects most relevant to this Project for each proposed Project Executive, Project Manager, and Project Superintendent. For each project, please identify:
    - Project name and owner;
    - Project location;
    - Contract amount;
    - Project type and scope;
    - Construction delivery method;
    - Dates of the individual's involvement;
    - The individual's specific role and responsibilities;
    - Whether the individual was employed by the Contractor during the project; and
    - Owner/reference contact information
- A staffing and availability schedule stating each key person's anticipated time commitment and concurrent assignments, and a brief Project management approach addressing scheduling, subcontractor coordination, quality control, cost and change management, communication, and closeout.

2. Step 2: Contractor's Bid Price

The best value contractor is determined by dividing each bidder's price by its qualification score. The lowest resulting cost per quality point will represent the best value bid. The award of the contract shall be made to the bidder whose bid is determined to be the best value to the District.

Best Value Score = Contractor's Bid Price ÷ Contractor's Final Qualification Score

Contractor is to submit the following complete set of bid documents in a separate envelope named **"Bid Documents**":

Bid Form
Designation of Subcontractors
Contractor's Certificate Regarding Workers Compensation
Non-Collusion Declaration
Bid Bond (or Bid Guarantee Form if Security is other than Bid Bond)
Substitution Request Form (If Substitution Request Form is not submitted then NO Substitutions will be allowed after the bids are opened)
Acknowledgment of Bidding Practices Regarding Indemnity
DVBE Participation Statement
CARB Compliance Certification
Site Visit Certification

SECTION 04 - RFQ SUBMISSION INSTRUCTIONS

A. GENERAL INFORMATION

1. District Point of Contact

Margarita Sanchez, Director of Purchasing
Purchasing Department
1003 Durfee Ave.
South El Monte, CA 91733
(626) 444-9005 Ext. 9855
bids@emuhsd.org

All communications relating to this RFQ must be directed to the District contact person named above. All communications between bidders and other District staff members, Board members or other District officials not mentioned above concerning this RFQ are strictly prohibited. Failure to comply with these requirements will result in disqualification.

2. Addenda

The District reserves the right to revise or amend this RFQ. Such changes, if any, will be issued by addenda to this RFQ. Only questions answered by formal written addenda will be binding. No person is authorized to make any oral interpretation of any provision in this RFQ or the RFQ process, nor shall any oral interpretation be binding on the District. Oral statements or any instructions in any form, other than a written addendum as described above, shall be void and unenforceable.

B. SEPARATE ADMINISTRATIVE AND EVALUATION MATERIALS

The Contractor shall submit its SOQ in two separately labeled portions: "**Administrative Materials—Contractor Identification**" and "**Qualification Evaluation Materials—Identity Concealed**." The District will retain the Administrative Materials separately from the materials provided to the qualification evaluators.

1. Administrative Materials

This portion shall contain the cover letter, Contractor's legal business name and contact information, signed declaration, licensing and registration records, reference contact information, and other required documents containing identifying information. Documents that cannot reasonably be redacted, including financial statements, surety letters, insurance records, and official agency records, shall be included in this portion. The Contractor shall identify the evaluation category and submission requirement addressed by each document.

2. Qualification Evaluation Materials

This portion shall contain the narratives, project information, personnel qualifications, and other information required for scoring under Section 03, presented without identifying the Contractor. The Contractor shall omit or redact company names, former business names, logos, addresses, telephone numbers, email addresses, website addresses, signatures, license and registration numbers, and other information reasonably capable of revealing its identity. Proposed personnel shall be identified by position or neutral designation, while retaining their relevant qualifications and experience. Project and reference names shall be replaced with neutral designations, with corresponding identifying information provided in the Administrative Materials.

3. Additional Requirements/ Information

The Contractor shall provide redacted copies or summaries of supporting documents necessary for evaluation. Redactions shall conceal identifying information while preserving the substantive information required for scoring. Complete, unredacted copies shall be included in the Administrative Materials. Both portions shall use matching project, personnel, and document designations so that the District can verify the information submitted.

The two portions shall be submitted as separate hard-copy sets and as two separate PDF files, as applicable. File names, headers, footers, and document metadata in the Qualification Evaluation Materials shall not identify the Contractor. The Contractor shall not include its bid price for this Project in either portion of the SOQ.

District administrative personnel who do not participate in qualification scoring will assign a confidential identification code to each Contractor, review the evaluation materials for identifying information, and prepare the materials provided to the qualification evaluators. Such personnel may verify references and supporting records and provide coded findings or summaries to the evaluators. Contractor identities and bid prices shall remain concealed from the qualification evaluators until qualification scoring is completed and documented.

District personnel who do not participate in qualification scoring shall review the Qualification Evaluation Materials and redact or conceal identifying information before providing those materials to the evaluators. This review does not relieve the Contractor of its obligation to submit materials that conceal its identity as required by this RFQ.

The District may waive incidental disclosure of identifying information that does not materially affect the fairness or impartiality of the evaluation. Such disclosure shall not, by itself, invalidate the evaluation or require the District to repeat the evaluation process and shall not be ground for any protests or disputes.

C. SEPARATE SEALED BID PRICE

Contractor is to submit the following complete set of bid documents in a separate envelope named **“Bid Documents and Price**”:

Bid Form
Designation of Subcontractors
Contractor’s Certificate Regarding Workers Compensation
Non-Collusion Declaration
Bid Bond (or Bid Guarantee Form if Security is other than Bid Bond)

Substitution Request Form (If Substitution Request Form is not submitted then NO Substitutions will be allowed after the bids are opened)
Acknowledgment of Bidding Practices Regarding Indemnity
DVBE Participation Statement
CARB Compliance Certification
Site Visit Certification

D. FORMAT OF HARD COPY DOCUMENTS

1. Submit five bound copies of each of the following: "Administrative Materials—Contractor Identification" and "Qualification Evaluation Materials—Identity Concealed". See Section 04.B above.
2. Provide the SOQ in 8-½" x 11" format using font size of 11 points or larger for written materials unless otherwise allowed in each individual section.
3. Provide a title page identifying the name, address, telephone number, and email address of the Contractor's designated contact person- this information shall only be included in the "Administrative Materials—Contractor Identification" portion- see Section 04.B above. The SOQ shall contain a full table of contents and tabs for each major category of the RFQ. Each page within the document shall be numbered, excluding divider tabs.

E. FORMAT OF ELECTRONIC DOCUMENTS

Provide all documents on a flash drive or thumb drive using Adobe Acrobat PDF format files. The electronic copy of the SOQ shall be contained in two separately labeled PDF files labeled: "Administrative Materials—Contractor Identification" and "Qualification Evaluation Materials—Identity Concealed". See Section 04.B above. In no event shall the electronic file contain more than two PDF files.

F. SUBMISSION OF SOQ

The Contractor should mail or hand- deliver the required number of submittals in a sealed envelope or box, clearly marked "**Response to RFQ No. 2026-27-BV1 Arroyo High School Phase 2 Modernization (New Theatre & Administration Building) Project- Best Value Procurement**" and addressed as follows:

Purchasing Department
Attn: Margarita Sanchez, Director of Purchasing
1003 Durfee Ave.
South El Monte, CA 91733

Submittals will be time and date stamped upon receipt. Submittals received after the time and date due will not be accepted. Contractors are solely responsible for ensuring all SOQs are timely received by the District at the correct location. **It is strongly recommended that the Contractor hand deliver its SOQ.** The District shall not be responsible for any delivery issues including, but not limited to, mis-directed mail, mailing delays, etc.

DECLARATION

I, _____ (printed name) hereby declare that I am the _____ (title) of _____ (name of Contractor) ("Contractor") submitting this Statement of Qualifications; that I am duly authorized to execute this Declaration on behalf of the above-named company; that I have legal authority to bind the Contractor; and that all information set forth in the Statement of Qualifications in response to this RFQ and all attachments hereto are, to the best of my knowledge, true, accurate, and complete as of the submission date. I acknowledge that any false statements, inaccuracies, or failure to disclose are grounds for disqualification and for deeming any bid submitted related to or arising from this RFQ non-responsive. In executing this Declaration, I hereby permit the El Monte Union High School District ("District") to contact any owner, school district, contractor, subcontractor, supplier, or any other party that the District deems relevant for purposes of verifying or gathering any information necessary to complete the evaluation of this prequalification submittal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____ (date), at _____ (city and state).

If the undersigned is not the Contractor's sole proprietor, a general partner, or a corporate officer, attach an original notarized power of attorney, corporate resolution, or equivalent documentation establishing the undersigned's authority to execute this declaration on behalf of the Contractor.

_____
(Signature)