




ITEM # 11

DATE: January 7, 2015
TO: Board of Directors
FROM: Reed Caldwell 
Facility Project Manager
SUBJECT: New Administration and Operations Facility – Bidding Plan

I. EXECUTIVE SUMMARY

This report recommends a bidding plan for the New Administration and Operations Facility and requests the Board provide authorization to the General Manager to prequalify contractors that wish to bid on the new GCTD Administration and Operations Facility project and establish prequalification procedures to:

- 1) Use a standardized questionnaire and financial statement form;
- 2) Adopt and apply a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaires and financial statements; and
- 3) Create an appeal procedure, by which a contractor that is denied prequalification may seek a reversal of that determination.

II. BACKGROUND

Gold Coast Transit District began design on the New Administration and Operations Facility on January 21, 2014. Staff subsequently completed both the federal and state environmental processes for the project, National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA), respectively. In July 2014 GCTD closed on the purchase of a 15-acre site for the facility in northern Oxnard. The project design is currently at the 60% level and staff expects to bid the project in the summer of 2015 with a planned construction start in October or November 2015.

In 1999, the California legislature enacted a law that allows many public agencies to require licensed contractors that wish to bid for public works jobs to prequalify for the right to bid on a specific public works project. Public Contract Code section 20101 has the relevant provisions; it was enacted as part of Assembly Bill 574. The law applies to all cities, counties, and special districts, including transit districts.

The law allows a public agency to establish a prequalification procedure linked to a single project. Agencies that create a procedure shall:

- (1) use a standardized questionnaire and financial statement;
- (2) adopt and apply a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaires and financial statements; and
- (3) create an appeal procedure, by which a contractor that is denied prequalification may seek a reversal of that determination.

AB 574 provides that "The questionnaires and financial statements shall not be public records and shall not be open to public inspection; however, records of the names of contractors applying for prequalification status shall be public records subject to disclosure" under the Public Records Act. (Section 20101(a)).

The currently estimated construction cost of the new GCTD Administration and Operations Facility is between \$25 and \$35 million, and is a type of project seldom undertaken by the District. GCTD last opened a new maintenance facility in 1980. The size and complexity of the new facility project is unique to GCTD and warrants prequalification of bidders. No other planned construction projects are anticipated at this time for prequalification. The process is intended to select those contractors specifically qualified to build maintenance and office buildings.

General Counsel, Best Best & Krieger (BBK), will assist the district in establishing a prequalification bidder rating system. The California Department of Industrial Relations (DIR) created model guidelines for rating bidders, and these documents may be used as foundations in the development of the procedures. The GCTD guidelines for rating bidders will be based on objective criteria and will establish minimum requirements permitted for qualifications to bid with considerations given for the type and size of previous contracts completed by the contractors.

Below is a tentative schedule for the new facility showing key decision points by the Board for the bidding plan.

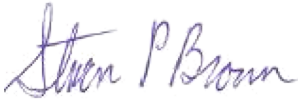
Stage	Date
<u>Board Action</u> of Bidding Plan	January 2015
<u>Board Action</u> of Prequalification Procedures	Mar/April 2015
90% Design Complete	April 2015
Begin Contractor Prequalification Process	April 2015
Design Complete	June 2015
<u>Board Action</u> of Prequalified Contractor List	June 2015
Project Bidding Begins	June 2015
<u>Board Action</u> of Construction Contract	Sept/Oct 2015
Construction Begins	Oct/Nov 2015

III. SUMMARY AND RECOMMENDATIONS

Contractor prequalification for this one-time project was reviewed by staff and BBK, and both determined the process would benefit the District. The Board action recommended today will authorize staff to begin developing the prequalification procedures with the final procedures brought to the Board for action in March or April.

This recommends the Board authorize the General Manager to prequalify contractors that wish to bid on the new GCTD Administration and Operations Facility project and directs the General Manager to establish prequalification procedures to:

- 1) Use a standardized questionnaire and financial statement form;**
- 2) Adopt and apply a uniform system of rating bidders on objective criteria, on the basis of the completed questionnaires and financial statements; and**
- 3) Create an appeal procedure, by which a contractor that is denied pre-qualification may seek a reversal of that determination.**



General Manager's Concurrence