**NOTICE TO CONTRACTORS — Request for Qualifications**

**FOR DESIGN-BUILD PROJECT**

**{insert Project Name), Project Number {insert #}**

**{insert Campus name]**

**{insert Address}**

**{insert City, ST Zip}**

The Trustees of The California State University are requesting Statements of Qualifications (SOQ) from interested and qualified design-builders (Respondents) to design and build the above-named Project. The Trustees will select a design-build team consisting of a general contractor and architect (Design-Builder) using a two-step process: (1) this Request for Qualifications (RFQ) from which Respondents may submit SOQ to the Trustees, and (2) the Request for Proposals (RFP) which the Trustees will issue to the shortlisted firms.

A technical review committee shall review the respondents’ SOQ and, based on the criteria identified in the RFQ, the committee shall select no more than five finalists to receive the Request for Proposals. Selection of the winning Proposer will be based on qualifications and proposed development cost. The Trustees will issue a design-build agreement for this project.

In general, the scope of work consists of the design and construction, under a procedure more commonly referred to as “turnkey construction”, of a {insert type of project}, for the {insert name of project}. The Project includes:

{insert bulleted or numbered statements describing the Project.}

SOQ Submittal Due Date and Time: {insert date & time}

Estimated Project Design-Build Cost: ${insert cost}

Contractor License Requirement: B {insert other license as applicable}

RFQ Respondents Conference and Site Inspection to be held on {insert date, time and location}.

CSU Point of Contact for Information: {insert name, phone, e-mail}.

To search for and view this project advertisement, Respondents shall register and log in on the “California State Contracts Register” (CSCR) at {insert CSCR website URL, currently on Cal eProcure}. If Respondent experiences problems viewing this website, contact the CSU point of contact named above for assistance.

RFQ documents are available on or after {insert date} on the “PlanetBids Public Solicitation Portal” website, <http://psp.planetbids.com/g/81563/>. Respondents shall first register as a vendor and then log in to the PlanetBids Public Solicitation Portal to search for this project and download the RFQ documents. If Respondent experiences problems viewing this website, contact the CSU point of contact named above for assistance.

Respondents must be prequalified with the Trustees. To do so, submit the prequalification applications no less than ten business days prior to SOQ submittal due date. Respondents shall go to the following PlanetBids website to register, log in and then select the Prequalification tab to apply.

“California State University, Office of the Chancellor, Vendor Portal”

(<https://www.planetbids.com/portal/portal.cfm?CompanyID=15331>)

Direct any prequalification questions to the Trustees’ Prequalification Administrator at [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu).

The Trustees shall give a small business a bid advantage of five percent up to a maximum of $50,000 to contracting firms that have been certified as a “Small Business” by the Department of General Services, Office of Small Business and DVBE Services, in accordance with Contract General Conditions (and Supplementary General Conditions) for Design-Build Major Projects, Article 32.10, Small Business Five Percent Bid Advantage.

Additionally, the Trustees require the successful proposer to achieve three percent (3%) DVBE participation in contracting construction projects, and are granting a DVBE Incentive, for proposal evaluation purposes only, to all proposers that propose to exceed the required DVBE participation. Details are provided in the Request for Proposals and in the Contract General Conditions (and Supplementary General Conditions) for Design-Build Major Projects, Articles 32.12-g, DVBE Incentive and 32.12-i, Sanction for Contractor’s Failure to Achieve the DVBE Incentive. Once the selected Design-Builder begins the competitive bidding selection of the Trade Contractors, the selected Design-Builder shall contact the University’s DVBE Advocate. {insert name, at phone no., e-mail}.

Respondents shall be familiar with all of the provisions in the Contract General Conditions and Supplementary General Conditions, especially the insurance requirements for the CSU Builders Risk Insurance Program (BRIP) and for the CSU Owner-Controlled Insurance Program (OCIP). This Project will be enrolled into the BRIP, and may be enrolled into the OCIP, if so specified in the Supplementary General Conditions. Respondents may review OCIP documents online at [www.calstate.edu/ConstructionInsurancePrograms](http://www.calstate.edu/ConstructionInsurancePrograms). *(Campus: If Project is to be enrolled into the OCIP, Campus shall review the requirements on the above OCIP website and notify Alliant prior to advertising this Project. Copy the Trustees’* [*Prequalification Administrator*](mailto:cocm.prequal@calstate.edu) *on this notification.)*

This Project is a public works project and is subject to prevailing wage rate laws (Contract General Conditions, Article 35.02). All Respondents/Proposers and all tiers of subcontractors who will work on this Project shall register to bid and work on public works projects with the Dept. of Industrial Relations (DIR), and maintain current this registration per Labor Code section 1725.5. For more information, go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

-End Notice to Contractors-