



REQUEST FOR QUALIFICATIONS DESIGN-BUILD SERVICES FOR STONE PINE COVE FARMWORKER HOUSING PROJECT

The County of San Mateo – County Executive’s Office

The County of San Mateo (“County”) is seeking to pre-qualify design-build entities or design-build teams (each, a “DBE”) to submit proposals to design, construct, deliver, and install (47) forty-seven Manufactured Housing and Urban Development (“HUD”) Homes for the Stone Pine Cove Farmworker Housing Project located at 880 Stone Pine Road, Half Moon Bay, CA 94019 (“Project”). Pursuant to Section 22164 of the California Public Contract Code, only respondents that have been prequalified by the County in response to this Request for Qualifications (“RFQ”) will be eligible to submit proposals in response to the Request for Proposals (“RFP”) for the Project, which the County will issue after completion of the RFQ process.

DBE intending to submit qualifications shall register their intent to submit by 4:00 P.M. on November 17, 2023 to ensure they receive any addenda by e-mailing the Project Manager, Steven McGuckin at c_smcguckin@smcgov.org.

Respondents to this RFQ shall submit a fully completed Statement of Qualifications (“SOQ”), using the attached Prequalification Submittal Template for Design-Build Entities, which is included with this RFQ.

Completed SOQs may be delivered via e-mail or in hard copy to:

Project Development Unit
irodriguez@smcgov.org
Assistant County Executive
555 County Center, 2nd Floor
Redwood City, CA 94063

All SOQS are due by 4:00 P.M. on November 29, 2023 and must be received via e-mail or in hard copy at the address above by no later than this time. Oral, telegraphic, facsimile, or telephone, SOQs will not be accepted. SOQs received after this date and time will not be accepted and will be returned unopened.

The County reserves the right to waive all non-material irregularities and omissions in the SOQ received from respondents, and to make all final determinations, including whether SOQs are non-responsive. The County may use sources of information outside of the SOQs to investigate respondents or to verify answers.

Each SOQ must be certified under penalty of perjury by the respondent. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify the County and provide updated, accurate information in writing, under penalty of perjury. The County reserves the right to suspend or rescind prequalification status at any time based on subsequently learned information.

Questions regarding this RFQ may be directed in writing via e-mail to the Project Manager, Steven McGuckin at c_smcguckin@smcgov.org and must be submitted by 4:00 P.M. on November 17, 2023.

I. RFQ SCHEDULE OF EVENTS SUMMARY

The County may change the dates on this schedule at its discretion and without prior notice. All changes to this schedule will be reflected in addenda and/or published on the County’s website at: <http://www.publicpurchase.com>.

SCHEDULE OF EVENT DATES:

<u>Prequalification (Phase 1)</u>	
Release RFQ	11/1/23
First Advertisement	11/1/23
Second Advertisement	11/8/23
DBE’s to Notify Project Manager of Intent to Submit SOQ	11/17/23
Last Day to for Respondents to Submit Written Questions	11/17/23
Last Day for the County to Issue Addenda	11/22/23
Deadline to Submit SOQ	11/29/23 by 4:00 PM
 <u>Design-Build Competition (Phase 2)</u>	
Notice to Short-Listed/Prequalified Respondents	12/8/23
Issue RFP to Prequalified Respondents	12/8/23
Non-mandatory Pre-Proposal Meeting	12/13/23
Last Day to for Respondents to Submit Written Questions	1/5/24
Last Day for the County to Issue Addenda	1/12/24
Final Proposals Due	1/17/24 by 4:00 PM
Interviews of Proposers	1/25 to 1/31/24
Anticipated Board of Supervisors Approval	3/5/24
Anticipated Issue Notice to Proceed with Design Phase	3/5/24

II. PROJECT DESCRIPTION AND BASIC SCOPE AND NEEDS OF THE PROJECT

Pursuant to authority set forth in Sections 22160, et seq., of the California Public Contract Code, the County seeks a Design Build Entity (DBE) to prepare a permitting set of plans based on District’s approved Schematic Designs, obtain all necessary permits, construct, deliver, and install (47) forty-seven Manufactured HUD Homes.

The Project is further set forth and defined in the attached **APPENDIX A**, which is incorporated into this RFQ, along with the County’s expected cost range and schedule for the Project. The County’s Project Design Criteria documents/performance specifications, which the DBE must adhere to in delivering the Project, will be made available to prequalified respondents at the RFP stage. A draft of the Project Design Criteria is attached as **APPENDIX B**.

The selected DBE must be appropriately licensed and registered in the State of California to provide architectural and engineering services, and licensed in the State of California as a general contractor to provide construction services, as needed to complete the Project. In addition, the selected DBE shall have demonstrated experience demonstrating the ability to successfully provide Design-Build construction of manufactured HUD homes.

The selected DBE must be registered with the Department of Industrial Relations (“DIR”), as required by law. The selected DBE will be required to comply with all applicable the California Labor Code provisions related to public works, including those related to prevailing wage requirements, skilled and trained workforce requirements, and the County’s bonding and insurance requirements. The selected DBE will work cooperatively with the County’s Project Manager, County staff, the County, all other technical consultants, the criteria architect, the project inspectors, other committees, and the community to facilitate the timely and professional completion of the Project.

III. DESIGN-BUILD 2-PHASE PROCUREMENT PROCESS

The procurement of a DBE will follow a 2-phase process:

- A. Prequalification (Phase 1) – First, by this RFQ, the County will prequalify a limited number of respondents using a standard submittal template request for statements of qualifications. After all the SOQs have been evaluated, the County will select/short-list up to three of the highest rated respondents, plus two alternates. The significant factors the County reasonably expects to consider in evaluating qualifications are identified below.

- B. Design-Build Competition (Phase 2) – Second, the County will issue an RFP to the selected, short-listed respondents, and only those short-listed respondent will be invited to submit competitive sealed proposals for the Project. The County will use a **best value** selection method for evaluating proposals. The tentative procedure for final selection will be as follows:
 - 1. The County will evaluate responsive proposals using only the criteria and selection procedures specifically identified in the RFP.
 - 2. The County may, at its discretion, request proposal revisions and hold discussions and negotiations with responsive proposers. The RFP will define applicable procedures to ensure that discussions or negotiations are conducted in good faith.
 - 3. The County will rank responsive proposers based on a determination of best value provided and specific criteria for determining best value shall be included in the RFP.
 - 4. The County will award the Design-Build Services Contract, if at all, to the responsible DBE whose proposal is determined to be the best value and in the best interest of the County.

Any person or entity that has performed or is performing services for the County relating to the solicitation of this design-build project will **not** be eligible to submit a proposal as a design-build entity or to join a design-build team.

IV. FULL OPPORTUNITY

The County hereby affirmatively ensures that Disadvantaged Business Enterprises , Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”) and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications in response to this RFQ and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise by subjected to discrimination in any consideration leading to the award.

V. LIMITATIONS/CALIFORNIA PUBLIC RECORDS ACT

This RFQ is neither a formal request for bids, nor an offer by the County to contract with any party responding to this RFQ. The County reserves the right to add additional prequalified respondents for consideration after distribution of this RFQ, if it is found to be in the best interest of the County. All decisions concerning selection of the DBE will be made in the best interests of the County, based on a determination of best value. The issuing of a subsequent RFP and awarding of a design build agreement to the DBE pursuant to the subsequent RFP, if at all, is at the sole discretion of the County.

The County makes no representation that participation in this RFQ process will lead to an award of a contract or any consideration whatsoever. The County shall in no event be responsible for the cost of preparing any response to this RFQ.

Information required in response to this RFQ that is not otherwise a public record under the California Public Records Act shall not be open to public inspection.

VI. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of any contract resulting from the issuance of an RFP, no person, or entity submitting in response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process/or the award of the contract with any member of the County, Board, or selection members. Any such contact shall be grounds for the disqualification of the respondent submitting a SOQ.

VII. STANDARD SUBMITTAL TEMPLATE FOR STATEMENT OF QUALIFICATIONS

Attached hereto as **APPENDIX D** is the County’s prequalification submittal template. Respondents must complete the prequalification submittal template, certify its answers under penalty of perjury, and attach all information requested therein. The completed, certified prequalification submittal template, together with all attachments, constitutes respondent’s SOQ.

Each SOQ must be certified under penalty of perjury. If any information provided by a respondent becomes inaccurate, the respondent must immediately notify the County and provide updated, accurate information in writing, under penalty of perjury.

VIII. EVALUATION

The County will evaluate only timely submitted and complete SOQs. Materially incomplete SOQs will be considered nonresponsive and grounds for disqualification. The County retains the sole discretion to determine issues of SOQs' compliance with the RFQ requirements and to determine whether a respondent is responsive and qualified.

Significant factors the County will consider in evaluating qualifications are as follows:

- Whether a respondent possesses all required licenses, registrations, and credentials to design and construct the Project, with no recent revocations or suspensions.
- Whether a respondent has an established performance history, including an absence of criminal or civil violations or significant disputes with project owners or other contractors/subcontractors.
- Client references.
- Respondents' capacity to obtain all required bonds and insurance for the Project.
- Respondents' related project design expertise and experience.
- Respondents' related project construction expertise and experience.
- Whether respondents have acceptable safety records, and each DBE team member's experience modification rate (EMR).
- Organizational chart showing all members of DBE team and their respective roles.
- If applicable, describe the proposed DBE's ability to self-perform construction work.
- Identify whether the proposed DBE has local design-build project experience in completing, or capacity to complete, projects of similar type, size, scope and complexity. In particular, the County seeks to determine whether the proposed DBE has experience with the design-build project delivery of HUD Manufactured Homes.
- A DBE shall not be prequalified or short-listed unless the entity provides an enforceable commitment to the County that the DBE and its subcontractors at every tier will use a skilled and trained workforce to perform all work in the Project that falls within an apprenticeable occupation in the building and construction trades, pursuant to Section 221649(c) of the Public Contract Code.
- Financial capacity to complete the Project.

The County may use other sources of information besides the SOQs to investigate respondents or verify answers. The County's investigation may extend beyond contacting project references identified in SOQs.

After completing its evaluation, the County will notify respondents selected for prequalification.

IX. FINAL DETERMINATION

Prequalification/short-listing is at the sole discretion of the County. The County reserves the right to waive non-material irregularities and omissions in the information provided by respondents in any SOQ, and to make all final determinations with respect to prequalification. The County further reserves the right to suspend or rescind prequalification status at any time based on material subsequently learned information.

The County makes no representation that participation in this RFQ process will lead to an award of any contract or any consideration whatsoever. The County shall in no event be responsible for the cost of preparing any SOQ or other response to this RFQ.

WE THANK YOU FOR YOUR INTEREST IN THE COUNTY OF SAN MATEO'S PROJECT!

APPENDIX A

Project Description, Schedule, and Budget

The County of San Mateo is developing the Stone Pine Cove Farmworker Housing Project with (47) forty-seven Manufactured HUD Homes on a 14.67 acre site located at 880 Stone Pine Road in Half Moon Bay, CA. All site work and related improvements will be provided by a separate Site Improvement Contractor. The Manufactured Home DBE will be responsible for the design, preparation of permitting set of plans, all necessary approvals and off-site construction of units, transportation, and on-site installation.

Project Description:

Provide and install (47) forty-seven Manufactured Homes complying with Housing and Urban Development (HUD) and CA Housing and Community Development (HCD) Title 25 standards. Homes will consist of 1-Bedroom/1-Bath, 2-Bedroom/1-Bath, and 3-Bedroom/2-Bath home types. Up to (7) homes will require ADA accessible features. For locations and layout of homes, a Conceptual Site Plan is attached as **APPENDIX C**.

The Manufactured Home DBE will be responsible for:

1. Design and provide options for residents to select from for exterior appearance options, flooring material options, cabinet and countertop options, exterior and interior color selections for each home.
2. Preparation of HUD permitting set of plans.
3. Obtaining all necessary local approvals/permits.
4. Off-site construction of units.
5. Transportation.
6. Setting and anchoring units.
7. Utility connections and extensions from pedestals and plumbing stubs.
8. Skirting.
9. Stairs and or ramps on ADA homes.
10. Awning at exterior doors.
11. Provide each new owner orientation of their new home inclusive of training and operation/warranty manuals.

Additional building standards, materials, and finishes will be provided in the Project Scope Criteria document during the Design-Build Competition (2nd Phase RFP Process). A draft of the Project Design Criteria is attached as **APPENDIX B**.

Project Schedule:

Anticipated Award of Contract	3/5/24
Anticipated Notice to Proceed	3/6/24
Schematic Design Phase	3/11 to 3/22/24
County Review / Approval	3/25 to 3/29/24
Construction Document Phase	4/1 to 4/26/24
County Review / Approval	4/29 to 5/3/24
Prepare Permitting Plans and Obtain Permits	5/6 to 5/31/24
Off-Site Site Fabrication	6/3 to 9/20/24
Site Improvement Construction (By Others) Ready to Start Delivery	9/20/24

Start Transportation / Site Installation	9/23/24
Punchlist/Corrective Work/Final Inspections	10/21 to 10/25/24
Ready for Occupancy	11/1/24

Project Budget:

The Project Budget for design, permitting, off-site construction, delivery, and on-site installation of the Manufactured Homes is \$5.5M to \$6.0M.

APPENDIX B

Project Design Criteria [DRAFT]

Following is the design criteria for the pre-qualified Design-Build Entities (DBE) to use as their basis of design for their proposal during the Request for Proposal (RFP) Phase and will be included in the final Design-Build Agreement.

Project Description:

Provide and install (47) forty-seven Manufactured Homes complying with Housing and Urban Development (HUD) and CA Housing and Community Development (HCD) Title 25 standards as follows:

Quantity	Home Type	Approx. SF	Max Size
12	1 Bedroom/1 Bath	426 SF	11'10" x 36'0"
2	1 Bedroom/1 Bath ADA Accessible	426 SF	11'10" x 36'0"
17	2 Bedroom/1 Bath	560 SF	11'8" x 48'0"
3	2 Bedroom/1 Bath ADA Accessible	560 SF	11'8" x 48'0"
11	3 Bedroom/2 Bath	803 SF	14'4" x 56'0"
2	3 Bedroom/2 Bath ADA Accessible	803 SF	14'4" x 56'0"

For location and layout of project, a Conceptual Site Plan is attached as **APPENDIX C**.

General Requirements:

1. Design and provide options for residents to select from for exterior appearance options, flooring material options, cabinet and countertop options, exterior and interior color selections for each home.
2. All site work and related improvements and utility infrastructure will be provided by a separate Site Improvement Contractor.
3. Electrical, telephone, internet services will be provided on pedestal connection at rear of unit.
4. Standard domestic, fire sprinkler water and sewer connection will be provided at the front of each lot.
5. Homes will be all electric.
6. Homes will be fully equipped with fire sprinkler system.
7. Homes will be placed on engineered gravel building pads with DBE designed code complying foundation support and tie-down anchorage.
8. Up to seven of the units per the above table are required to be ADA Accessibility.
9. Homes must be ENERGY STAR Manufactured New Homes Version 3 compliant.
10. Homes must be Wild Urban Interface (WUI) compliant with all fire-resistant construction.
11. Home must have minimum of an all-inclusive non-prorated 2-year warranty.
12. Homes shall be aesthetically pleasing, durable, and low maintenance.
13. Homes require ample natural and mechanical ventilation due to coastal environment.
14. Homes are required to have daylighting in all rooms.

Foundation Requirements:

1. Manufactured homes will be placed on engineered gravel building pads with DBE designed code complying foundation support and tie-downs.
2. Building pad will be prepared so that there will be no depressions in which surface water shall accumulate beneath the home. The site covered by the manufactured home will be graded and sloped to provide drainage from beneath the home or to property line.
3. Provide a minimum clearance of 18" beneath the lowest member of the main frame.
4. Pier: Adjustable 18" piers; Central Piers CP-Seismic Pier System or equal.
5. Pad: 24"X24" precast concrete pad at each pier.

Exterior Requirements:

1. Roof:
 - a. Homes to have a minimum of 3 to 12 sloped "presidential" composition shingle roof.
 - b. Roofing to have 30-year warranty.
 - c. Provide 20bs PSF roof load.
 - d. 24-gauge GSM rain gutter must be supported by fixed brackets at the stop ends and spaced at not more than 4' along the entire length of the gutter. Eave gutters must have a minimum fall of 1:500.
 - e. 24-gauge GSM rectangular downspouts must be supported with strap anchors at top and bottom with intermediate supports at 36" max. Down spouts to have 6" angled kicker at the bottom. Provide splash blocks at each downspout.
 - f. Provide 4" overhang at sides and rear. Eaves shall be 16" hitch end.
2. Siding and Trim:
 - a. Homes to have options for vertical, board and batten or horizontal fiber concrete siding.
 - b. Flashing, furring, vapor barrier, and sheathing to be installed below siding.
 - c. 0.046 is the minimum thickness siding recommended.
 - d. Provide 4" fiber concrete door/window trim.
 - e. Provide shutters for each window.
3. Soffit and Eaves:
 - a. Provide fiber concrete fascia.
 - b. Provide fiber concrete soffit and WUI compliant soffit vent.
4. Skirting Design and Construction:
 - a. Skirting shall match building exterior materials.
 - b. Skirting shall be attached in a waterproof and secure manner that prevents water to be trapped between the siding and trim or forced up into the wall cavities trim to which it is attached.
 - c. Provided removable access panel(s) by utility tie-in locations opening a minimum of 18" x 24" unobstructed by pipes, ducts, or other equipment that may impede access.
5. Insulation:
 - a. Floor Insulation R-22.
 - b. Wall Insulation R-21.
 - c. Roof Insulation R-33.
 - d. Comply with Energy Star requirements for CZ-2 zone.

- e. Envelope shall achieve minimum 0.065 Overall Coefficient of Heat Transmission.
 - f. Solar Heat Gain Coefficient of Heat Transmission shall not exceed 0.25.
6. Windows:
- a. Each room shall be provided with exterior windows having a total glazed area of not less than 8 percent of the gross floor areas.
 - b. All windows shall be operable, latching, vinyl clad with 5/8" double pane insulated, low E glazing.
 - c. Provide not less than 1-1/2 sq. ft. of fully openable glazed area operable window at bathroom.
 - d. Window U-Factor 0.30 min.
 - e. Provide window perimeter seals at exterior and interior.
 - f. All windows to include removable insect screen.
 - g. Provide window blinds for each window.
7. Doors:
- a. All exterior doors to be solid core.
 - b. Provide minimum of two exterior doors located remote from each other.
 - c. Provide key-operated lock with deadlocking latch or a key-operated dead bolt with a passage latch. Locks shall not require the use of a key for operation from the inside.
 - d. Main exterior door shall be 36" inswing.
 - e. Rear exterior door shall be a 32" inswing with divided lites.
 - f. Exterior door U-Factor 0.40.
 - g. Provide door perimeter seals at exterior and interior.
8. Door Awning/Carport:
- a. Provide door hood over exterior doors.
 - b. Provide structural for future lightweight awning/carport (40# roof load max.) in designated area.

Interior Requirements:

- 1. Every room, bathroom, hallway and foyer shall have a minimum ceiling height of not less than 8'-0".
- 2. Hallways shall have a minimum horizontal dimension of 30" [36" on ADA units] measured from the interior finished surface to the interior finished surface of the opposite wall.
- 3. Minor protrusions to the minimum hallway width by doorknobs, trim, smoke detectors or light fixtures are permitted.
- 4. Wall Finishes/Trim:
 - a. Drywall with tape, texture, and standard texture.
 - b. Painting to include primer with two finish coats.
 - c. Paint product to be premium quality.
 - d. Kitchen and Bathroom to be gloss sheen. All other rooms to be egg shell sheen.
 - e. Provide 3 ½: min. base board trim.
 - f. Provide 2 ¼" door and window trim.
- 5. Floor Finishes:
 - a. Provide Luxury Vinyl Tile (LVT) plank flooring in all rooms.
 - b. Provide carpet option for bedrooms.

6. Interior Doors:
 - a. Provide 30" [32" for ADA units] passage or pocket door with 2-panel profile.
 - b. Provide lever set with privacy locking or pocket hardware with satin chrome or brushed nickel finish.
7. Kitchen/Bath Cabinetry:
 - a. All cabinetry is to be constructed of hardwood.
 - b. Provide 36" high base cabinetry.
 - c. Provide 34" high accessible base cabinetry at ADA Homes.
 - d. Provide choice of Door/Drawer panel style for resident selection.
 - e. Provide choice of cabinet finish for resident selection.
 - f. Provide overhead cabinets adjustable shelves at Kitchen.
 - g. Provide overhead cabinet above refrigerator.
 - h. Provide heavy duty drawer glides with soft-close.
 - i. Provide doors concealed hinges.
 - j. Provide choice of drawer hardware/pulls finish for resident selection.
8. Countertops:
 - a. Solid surface [Corian or approved equal] countertop with square edge and 4" high backsplash.
9. Bathroom Accessories:
 - a. Towel bars and toilet tissue holder.
 - b. Mirror.
 - c. Recessed medicine cabinet.
 - d. Provide siding glass tub/shower enclosure.
10. Closets Shelving:
 - a. Provide wood rod and shelf at closet.
 - b. Provide rod and shelf above washer/dryer at side-by-side layout where applicable.
 - c. Provide open closet storage and accessible shelving at ADA Homes.
11. Appliances:
 - a. Electric Range with oven, 4-burner cooktop, and stainless steel finish; [Whirlpool or approved equal].
 - b. Refrigerator/Freezer with 18 CF frost-free capacity, ice maker, and stainless steel finish: [Whirlpool or approved equal].
 - c. Dishwasher with stainless steel finish; [Whirlpool or approved equal].
 - d. Microwave with stainless steel finish; [Whirlpool or approved equal].
 - e. Exhaust Hood with light and stainless steel finish, [Whirlpool or approved equal].
 - f. Stackable or side-by-side Washer with white finish; [Whirlpool or approved equal].
 - g. Stackable or side-by-side Dryer with white finish; [Whirlpool or approved equal].

Plumbing Requirements:

1. The plumbing system shall be of durable material, free from defective workmanship, and so designed and constructed as to give satisfactory service for a reasonable life expectancy.
2. Water closets shall be selected and adjusted to use the minimum quantity of water consistent with proper performance and cleaning.

3. All design, construction, and workmanship shall be in conformance with accepted engineering practices and shall be of such character as to secure the results sought to be obtained by this standard.
4. Plumbing fixtures shall have smooth impervious surfaces, be free from defects and concealed fouling surfaces, be capable of resisting road shock and vibration, and shall conform in quality and design to listed standards.
5. Water Heater:
 - a. Provide ENERGY STAR certified 30-gallon (min.) high-efficiency electric unit.
6. Plumbing Fixtures/Faucets:
 - a. Provide undermount stainless steel sink with single valve faucet, pull-out spray nozzle, and disposal at Kitchen. Finish to be satin chrome or brushed nickel finish.
 - b. Provide undermount porcelain sink with single valve 1.5 GPM faucet at Bath. Finish to be satin chrome or brushed nickel finish.
 - c. Provide elongated toilet.
 - d. 60" One-piece fiberglass tub/shower with single valve faucet, 1.5 GPM tub filler, diverter, and 2.0 GPM shower head.
 - e. Provide washer connection and drain.
 - f. Provide 2 exterior hose bibs. One in front and one in back.

Mechanical Requirements:

1. All rooms to have ducted central heating and ventilation.
2. All equipment shall be listed or certified by a nationally recognized testing agency for the application for which the unit is intended and installed in accordance with the terms of its listing.
3. HVAC Equipment:
 - a. Provide high efficiency electric unit with digital programmable thermostat.
 - b. Provide insulated ductwork in floor cavity.
4. Dryer Vent:
 - a. Provide ducted vent for electric dryer with exterior weatherproof vent hood cover.
5. Exhaust Fans:
 - a. Provide exhaust fans at Bathroom and Laundry closet with separate control switch.
 - b. Exhaust fans must exhaust directly to the outside with exterior weatherproof vent hood cover.

Electrical Requirements:

1. All electrical materials, devices, appliances, fixtures, fittings and other equipment shall be listed or labeled by a nationally recognized testing agency and shall be connected in an approved manner when in service.
2. Electrical Panel:
 - a. Provide panel sized per code based on unit load and with underground service connection to electrical pedestal.
 - b. Maintain code required clearances at panel.
3. Lighting:
 - a. Provide LED light fixture at all locations.

- b. Provide LED light fixture above Kitchen sink.
 - c. Provide porch LED Dark Sky compliant light fixture at front door and rear door.
 - d. Provide rocker type switching.
4. Exterior Outlets:
- a. Provide (2) exterior GFI receptacles.
5. Smoke/Carbon Dioxide Detector:
- a. Provide smoke/carbon dioxide detectors to protect each separate bedroom area.
 - b. A smoke detector shall be installed in the hallway or space communicating with the bedroom area.
 - c. Specific location shall be in the hallway between the living room area and the first bedroom, except that when a door(s) separates the living area from the bedroom area, the detector shall be installed on the living area side as close to the door(s) as practicable.
 - d. Mobile homes having bedrooms separated by any one or combination of common use areas such as kitchens, dining room, living room or family room (but not a bathroom or utility room), shall have at least two smoke detectors, one detector protecting each bedroom area.
 - e. Where practicable, the detector shall be located between the return air intake and the living area.
6. Ceiling Fans:
- a. Provide braced ceiling fan outlet and switch in Living and Bedroom areas.
7. EV Charging:
- a. Provide 240v 30amp outlet located at front of unit near car park area for connection of a future Level 2 EV charger that will be provided by others.
 - b. Provide DCC-9 EV energy management system connected to house panel.
8. Phone/Cable TV/Internet:
- a. Provide service point of connection for phone, cable TV and internet adjacent to electrical service connection at rear of home.

Construction Requirements:

1. The home shall be installed, leveled, and anchored by qualified installation personnel who are acceptable to the authority having jurisdiction.
2. This is a Prevailing Wage Rate Project. On-site Contractor to be DIR registered and comply with all applicable laws.
3. Contractor will be responsible to provide any temporary facilities that may be required on site to implement the work. Job site trailer is not required. However, DBE may provide if desired and if it is in an approved location.
4. Contractor and its sub-contractors are required to comply with all City of Half Moon Bay and San Mateo County rules while onsite. Any violation will result in the immediate removal of person(s) from the project.
5. Contractor to provide notifications at least 48-hours in advanced for any planned power or water shut-offs that may affect areas beyond the building area itself.



SITE AREA AND DENSITY REQUIREMENTS:
 SITE AREA AND MAXIMUM DENSITY REQUIREMENTS PER CITY OF HALF MOON BAY MUNICIPAL CODE CHAPTER 18.17 FOR MOBILE HOME PARK DISTRICT:

• SITE AREA:	
REQUIRED SITE AREA	5 AC ≤ X ≤ 20 AC
PROPOSED	6.82 AC
• MANUFACTURED HOME UNIT DENSITY:	
MAXIMUM UNITS ALLOWED	148 (NET AREA/2,000 SF)
PROPOSED	47

MANUFACTURED HOME UNIT COUNT

UNIT TYPE	NO. UNITS	WIDTH LENGTH	FLOOR AREA (SF)	BED ROOMS	BATH ROOMS
1 BDRM	14	11'-10" x 36'-0"	426	1	1
2 BDRM	20	11'-8" x 48'-0"	560	2	1
3 BDRM	13	14'-4" x 56'-0"	803	3	2

PARKING REQUIREMENTS:

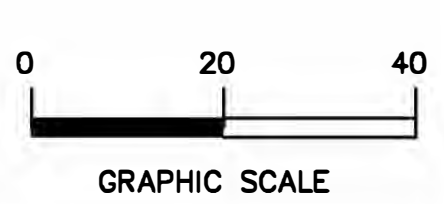
PARKING/EVCS STALL COUNT

TYPE OF STALL	PRIVATE UNIT PARKING	VISITOR USE PARKING
STANDARD ¹	47	17
EV CAPABLE ³	47	2
ACCESSIBLE ²	-	2
VAN ACCESSIBLE ²	-	1
VAN ACC. W/ EVCS ⁴	-	1
TOTAL	94	23

¹TWO OFF-STREET PARKING SPACES SHALL BE PROVIDED FOR EACH MOBILE HOME AND ONE OFF-STREET PARKING SPACE SHALL BE PROVIDED FOR EACH TWO HUNDRED SQUARE FEET OF FLOOR AREA WITHIN BUILDINGS CONTAINING OFFICES, SERVICES OR RECREATION ACTIVITIES PER CITY OF HALF MOON BAY MUNICIPAL CODE CHAPTER 18.17 FOR MOBILE HOME PARK DISTRICT.
²ACCESSIBLE PARKING REQUIREMENT PER THE 2022 CALIFORNIA BUILDING CODE.
³EV CAPABLE AND EV SPACES PROVIDED WITH EVSE REQUIREMENT PER THE 2022 CALIFORNIA REQUIREMENTS.
⁴EVCS ACCESSIBLE STALLS REQUIREMENT PER THE 2022 CALIFORNIA BUILDING CODE.

PAVEMENT/HATCH LEGEND:

(E)AC PAVING	CONCRETE PAVING
AC PAVING	ENGINEERED WOOD FIBER MULCH
DECOMPOSED GRANITE WALKWAY	SPORTS COURT AC SURFACING



DRAWING NAME: K:\2021\2111367-15_HMB_Corpyard_Housing\ENCL\mshsheet.s.dwg
 PLOT DATE: 10-24-23 PLOTTED BY: gold

APPENDIX D

**COUNTY OF SAN MATEO – COUNTY EXECUTIVE OFFICE
PREQUALIFICATION SUBMITTAL TEMPLATE
DESIGN-BUILD ENTITIES**

This standard prequalification submittal template should be completed by design-build entities or design-build teams seeking to prequalify for a County of San Mateo (“County”) design-build project.

As used in here:

- “DBE” refers to both design-build entities and design-build teams.
- “Member” refers to individuals or entities identified as members of the DBE, including the general contractor and, if utilized in the design of the project, all electrical, mechanical, and plumbing subcontractors and other trade partners.
- “Associates” refers to all current officers, owners, and/or partners of DBE and of any Member.

Wherever additional space is needed to answer a question fully and accurately, attach additional copies of the template pages and/or additional signed sheets as needed.

I. BUSINESS INFORMATION

Please **attach an introductory paragraph** describing your DBE team’s composition. Name each DBE member, its role and responsibility for this project, and describe the entity’s form of organization (sole proprietor, limited liability, corporation, partnership, etc.).

A. Contact Information

1. DBE Name: _____
2. Primary contact Person: _____
3. Principal office address: _____
4. Phone: _____
5. Fax: _____
6. Email: _____

B. Form of Organization

1. If the DBE or any Member is a **corporation**:

a. Date incorporated: _____

b. Under laws of what state: _____

c. If a privately held corporation, list all shareholders who will perform work on the project:

Name	Ownership Percentage

d. Attach a copy of the articles of incorporation.

2. If the DBE or any Member is a **limited liability company**:

a. Date formed: _____

b. Under laws of what state: _____

c. List all LLC members who will perform work on the project:

Name	Ownership Percentage

d. Attach a copy of the articles of organization.

3. If the DBE or any Member is a **partnership**:

- a. Date formed: _____
- b. Under laws of what state: _____
- c. List all partners who will perform work on the project:

Name	Ownership Percentage

- d. Attach a copy of the partnership agreement.

4. If the DBE or any Member is a **joint venture**:

- a. Date formed: _____
- b. Under laws of what state: _____
- c. List all joint venture members who will perform work on the project:

Name	Ownership Percentage

- d. Attach a copy of the joint venture agreement.

5. If the DBE or any Member is a **sole proprietorship**:

- a. Date formed: _____
- b. Under laws of what state: _____
- c. List owner: _____
- d. Attach a copy of organizational documents, if any.

C. Financial Capacity

1. Attach an audited financial statement with accompanying notes and supplemental information for the past 2 full fiscal years for DBE and each entity Member (not individual Members). A letter verifying availability of a line of credit may also be attached; however, it will be considered supplemental information only, and is not a substitute for the required financial statement.

2. Is DBE or any Member currently, or has DBE or any Member within the last 5 years been, the debtor in a bankruptcy case?

___ Yes ___ No

If “yes,” please attach a copy of the bankruptcy petition and a copy of the bankruptcy court’s discharge or any other document that ended the case, if any.

II. LICENSING AND REGISTRATION

A. General Contractor

1. Name of license holder exactly as on file with the Contractors State License Board (“CSLB”):

2. License classification(s): _____

3. License #: _____

4. Issue Date: _____

5. Expiration Date: _____

6. Public Works Contractor Registration # on file with the Department of Industrial Relations (“DIR”): _____

7. Has any CSLB license held by the general contractor or its qualifying individual been suspended or revoked within the last 5 years?

___ Yes ___ No

If “yes,” explain on a separate signed sheet.

8. Has the general contractor changed names or license numbers within the past 5 years?

Yes No

If "yes," explain on a separate signed sheet.

B. Architect of Record

The architect of record is the architect whose stamp will appear on the project Construction/Contract Documents.

1. Name of license holder exactly as on file with the California Architects Board ("CAB"): _____

2. License #: _____

3. Issue Date: _____

4. Expiration Date: _____

5. Has any CAB license held by the architect of record been suspended or revoked within the last 5 years?

Yes No

If "yes," explain on a separate signed sheet.

6. Has the architect of record changed names or license numbers within the past 5 years?

Yes No

If "yes," explain on a separate signed sheet.

C. Engineer(s)

Engineering services will be dictated by the nature of the project. The DBE should respond for all "in house" engineers or consulting engineers that will provide services on the project. If relevant, use additional signed sheets to respond for multiple engineering disciplines.

1. Name of license holder exactly as on file with the Board of Professional Engineers, Land Surveyors, and Geologists ("BPELSG"): _____

2. License Type: _____

3. Licenses #: _____

4. Issue Date: _____

5. Has any BPELSG license held by the engineer been suspended or revoked within the last 5 years?

Yes No

If "yes," explain on a separate signed sheet.

6. Has the engineer changed names or license numbers within the past 5 years?

Yes No

If "yes," explain on a separate signed sheet.

D. Mechanical, Electrical, Plumbing Subcontractor(s), or other Trade Partners

If utilized in the design of the project, respond for all Member electrical, or plumbing ("MEP") contractors. If relevant, use additional signed sheets to respond for multiple MEP contractors.

1. Name of license holder exactly as on file with the Contractors State License Board ("CSLB"): _____

2. License classification(s): _____

3. License #: _____

4. Issue Date: _____

5. Expiration Date: _____

6. Public Works Contractor Registration # on file with the Department of Industrial Relations ("DIR"): _____

7. Has any CSLB license held by the MEP contractor or its qualifying individual been suspended or revoked within the last 5 years?

Yes No

If "yes," explain on a separate signed sheet.

8. Has the general contractor changed names or license numbers within the past 5 years?

Yes No

If "yes," explain on a separate signed sheet.

III. PERFORMANCE HISTORY

- A. Has DBE or any Member or Associate ever been found liable in a civil suit, or found guilty in a criminal action, for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If “yes,” explain on a separate signed sheet, including identifying who was found liable or guilty, the court and case number, the name of the public entity, the civil or criminal verdict, the date, and the basis for the finding.

- B. Has DBE or any Member or Associate ever been convicted of a crime involving any federal, state, or local law related to construction or any crime involving fraud, theft, or any other act of dishonesty?

Yes No

If “yes,” explain on a separate signed sheet, including identifying who was convicted, the name of the victim, the date of the conviction, the court and case number, the crimes, and the grounds for the conviction.

- C. At any time in the last 10 years, has DBE or any Member been assessed liquidated damages under a construction contract?

Yes No

If “yes,” explain on a separate signed sheet, including the project, owner, owner’s address, date of completion, and amount of liquidated damages.

- D. At any time in the last 5 years, has DBE or any Member or Associate been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any public works project?

Yes No

If “yes,” explain on a separate signed sheet, including the project, the year of the event, owner, owner’s address, and basis for the action.

- E. At any time in the last 5 years, has a public agency found that DBE or any Member was not a responsible bidder?

Yes No

If “yes,” explain on a separate signed sheet, including the project, the year of the event, owner, owner’s address, and basis for the finding.

- F. In the past 5 years, has any claim exceeding \$50,000 been filed by or against DBE or any Member in court or arbitration concerning work or payment on a construction project?

Yes No

If “yes,” explain on a separate signed sheet, including the project name, court or arbitration case name and number, and a brief description of the status of the claim.

- G. In the past 5 years, has there been more than one occasion in which DBE or any DBE member was required to pay either back wages or penalties for failure to comply with California prevailing wage laws or federal Davis-Bacon prevailing wage requirements?

Yes No

If “yes,” explain on a separate signed sheet, describing the nature of the violation(s), project, owner, and amount paid, if any.

- H. At any time during the past 5 years, has DBE or any Member been found to have violated any provision of California apprenticeship laws or regulations, or laws pertaining to use of apprentices on public works projects?

Yes No

If “yes,” explain on a separate signed sheet, including date(s) of such findings and attaching the DAS’ final decision(s).

IV. BONDS AND INSURANCE

A. Bonds

1. Attach a notarized statement from an admitted surety insurer (approved by the California Department of Insurance and authorized to issue bonds in the State of California), which states the current bonding capacity of the DBE (both single job limit and aggregate limit). Note: DBE must have capacity to provide 100% payment bond and 100% performance bond, each issued by an admitted surety insurer, without bonding subcontractors.

2. Provide the name, address, and telephone number of the surety agent: _____

3. List all sureties that have written bonds to the DBE or any Member during the last 5 years:

Name	Address	Date of Bond

4. In the last 5 years, has any surety paid on behalf of the DBE or any Member a result of a default to satisfy any claims made against a payment or performance bond?

Yes No

If “yes,” explain on a separate signed sheet, including the amount of each claim, name and telephone number of claimant, date of and grounds for the claim, and present status.

5. If DBE or any Member was required to pay a premium of more than 1 percent for a performance and payment bond on any project in the last 5 years, state the percentage:

Explain on a separate signed sheet why DBE or Member was required to pay the premium of more than 1 percent.

6. In the last 5 years, has DBE or any Member been denied bond coverage by a surety company or had no surety bond in place when once was required?

Yes No

If “yes,” explain on a separate signed sheet, including the name of the surety company and/or period during which DBE or Member had no bond in place.

B. Insurance

1. Does DBE have liability insurance with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate for a California admitted company?

Yes No

If “no,” provide on a separate signed sheet what policy limits are available to DBE.

2. Does DBE have current workers’ compensation insurance as required by the California Labor Code or is DBE legally self-insured pursuant the California Labor Code?

3. Does DBE have professional liability (errors and omissions) insurance with a policy limit of at least \$2,000,000 aggregate from a California admitted company?

Yes No

If “no,” provide on a separate signed sheet what policy limits are available to DBE.

4. Will you maintain a Builder’s Risk, Course of Construction or similar first party property coverage that will be issued on a full replacement cost value basis consistent with the total

replacement cost of all insurable Work and the Project, as outlined within the Contract Documents?

Yes No

5. In the last 5 years, has any insurance carrier, for any form of insurance, refused to renew an insurance policy for DBE or any Member?

Yes No

If “yes,” explain on a separate signed sheet, including the name of the insurance carrier, form of insurance, and year of the refusal.

V. SAFETY

- A. Attach a description, not to exceed 1 page, of DBE’s worker safety program as applicable to this project.

- B. Within the past 5 years, has the California or federal Occupation Safety and Health Administration (“OSHA”) cited and assessed penalties against DBE or any Member, for “serious,” “willful” or “repeat” violations of its safety or health regulations?

Yes No

If “yes,” explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

- C. Within the past 5 years, has the Environmental Protection Agency (“EPA”) or any Air Quality Management or any Regional Water Quality Control Board cited and assessed penalties against DBE or any Member or the owner of the project on which DBE/Member was the contractor?

Yes No

If “yes,” explain on a separate signed sheet, identifying the citation(s), nature of the violation(s), project, and amount of penalty paid, if any.

- D. State the Workers’ Compensation Experience Modification Rate (“EMR”) for DBE and each Member for the past 3 premium years:

Year	EMR

If EMR was 1.00 or higher in any of 3 years, attach a letter of explanation.

- E. State the total recordable injury or illness rate and the lost work rate for DBE and each Member for the past 3 years:

Year	Incident Rate	Lost Work Rate

- F. Within the past 5 years, has there ever been a period when DBE or any Member had employees but was without workers’ compensation insurance or state-approved self-insurance?

Yes No

If “yes,” explain on separate signed sheet, including the date(s) and reason(s) for the absence of workers’ compensation insurance.

VI. PROJECT EXPERIENCE AND REFERENCES

- A. How many local design-build projects have the general contractor and architect of record involved in this DBE completed together? _____

- B. For the completed local design-build projects identified in the preceding answer, state:

1. Total dollar value of all contracts: _____

2. Dollar value of single largest contract: _____

- C. How many Manufactured Housing construction projects (both under construction and completed) has/have:

1. The general contractor for the DBE built in the past 5 years? _____

2. The architect of record for the DBE designed in the past 5 years? _____

3. The engineer(s) for the DBE designed in the past 5 years? _____

4. The MEP contractor(s)/trade partners for the DBE worked on in the past 5 years? _____

- D. Describe the DBE’s ability to self-perform work, and if so, state the trades.

- E. Attach an organizational chart and include resumes or similar documents, not to exceed 1 page each, showing the experience, training, and qualifications for up to 6 proposed key personnel of the DBE.
- F. Complete **both** project reference forms attached hereto as **Exhibits A-1 and A-2**. The County may, in its discretion, contact project references.

VII. SKILLED AND TRAINED WORKFORCE COMPLIANCE

- A. By this submittal, DBE hereby acknowledges, agrees, and hereby provides an enforceable commitment to the County that:
 - 1. DBE and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades, in accordance with Public Contract Code section 2600 et seq.

VIII. CERTIFICATION

DBE and all Members must sign. Copy this certification page as needed for each Member.

I certify and declare that I have read all the foregoing answers to this prequalification submittal template; that all answers are correct and complete of my own knowledge and belief. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____, 2023

Name of DBE or Member: _____

Signature by authorized individual: _____

Print Name: _____

Title: _____

EXHIBIT A-1

Design-Build Project References

List the three most recent design-build manufactured home projects, each with a contract price over \$1 million, completed by the general contractor for the DBE. The projects may be public or private. Contact information must be current and viable. (Copy additional sheets.)

1. Project Name: _____

2. Project Address: _____

3. Owner (name and tel. #): _____

4. Architect (name and tel. #): _____

5. Construction Manager (name and tel. #): _____

6. Scope of Work: _____

7. Original Completion Date: _____

8. Actual Complete Date: _____

9. Time Extensions Granted (# of days): _____

10. Initial Contract Value: _____

11. Final Contract Value: _____

Date: _____, 2023

Signature by authorized individual: _____

Print Name: _____

Title: _____

EXHIBIT A-2

Public Construction Project References

List the three most recent public construction projects, each with a contract price over \$1 million, completed by the general contractor for the DBE. Contact information should be current and viable. (Copy additional sheets.)

1. Project Name: _____

2. Project Address: _____

3. Owner (name and tel. #): _____

4. Architect (name and tel. #): _____

5. Construction Manager (name and tel. #): _____

6. Scope of Work: _____

7. Was this a design-build project? _____

8. Original Completion Date: _____

9. Actual Complete Date: _____

10. Time Extensions Granted (# of days): _____

11. Initial Contract Value: _____

12. Final Contract Value: _____

Date: _____, 2023

Signature by authorized individual: _____

Print Name: _____

Title: _____